

# Oak Flats Public School Preschool



## Administration of first aid procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>2. Children's Health and Safety -</p> <p>2.1. Health</p> <p>2.2. Safety</p> <p>5. Relationships with Parents -</p> <p>5.1 Relationships with educators and children</p>	<p>Regulation <a href="#">87</a> Incident, injury, trauma and illness record</p> <p>Regulation <a href="#">89</a> First Aid Kits</p> <p>Regulation <a href="#">94</a> Exception to authorisation requirement - Anaphylaxis or Asthma emergency</p> <p>Regulation <a href="#">136</a> First aid qualifications</p> <p>Part 4.7 Governance and Leadership <a href="#">Division 2 Policies and Procedures</a></p>	<p><a href="#">Leading and operating department preschool guidelines</a></p> <p><a href="#">Student health in NSW schools: A summary and consolidation of policy</a></p>
<p><b>Pre-reading and reference documents</b></p>		
<p><a href="#">ACECQA First aid qualification information and checker</a></p> <p><a href="#">First Aid Procedures</a></p>		
<p><b>Related preschool procedures</b></p>		
<ul style="list-style-type: none"> <li>● Incident, injury, trauma and illness</li> <li>● Providing a child safe environment</li> <li>● Staffing</li> <li>● Emergency and evacuation</li> </ul>		

## Introduction

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, dressing of minor injuries, documenting and maintaining records, recognition and reporting of health hazards and participation in safety programs.

Oak Flats Public School Preschool is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid equipment that is adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

## Staff roles and responsibilities

### School principal

The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- the preschool is compliant with legislative standards related to this procedure at all times
- all staff involved in the preschool are familiar with and implement this procedure
- all procedures are current and reviewed as part of a continuous cycle of self- assessment.

### Preschool supervisor

The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This involves:

- analysing complaints, incidents or issues and what the implications are for the updates to this procedure
- reflecting on how this procedure is informed by relevant recognised authorities
- planning and discussing ways to engage with families and communities, including how changes are communicated
- developing strategies to induct all staff when procedures are updated to ensure practice is embedded.

<p><b>Preschool educators</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool</li> <li>● this procedure is stored in the preschool and made accessible to all staff, families, visitors and volunteers. The procedure is stored in the preschool foyer and office in a folder and on the school's website</li> <li>● they are actively involved in the review of this procedure, as required, or at least annually</li> <li>● the details of the procedure's review are documented at the end of the procedure.</li> <li>● all staff involved in the preschool are familiar with and implement this procedure</li> <li>● employee induction includes an induction to the first aid policy.</li> <li>● undertake a daily indoor and outdoor environmental check each morning before children arrive and document in the Environmental Check Register.</li> <li>● remove/address any hazards immediately. Take the necessary steps depending on the circumstances: <ul style="list-style-type: none"> <li>○ Complete WHS form</li> <li>○ Notify general assistant to repair/remove hazard</li> <li>○ Educators to fix hazards if minor.</li> </ul> </li> <li>● introduce preventive measures to eliminate the risk, or control measures to minimise the risk</li> <li>● provide a child-safe environment</li> <li>● regularly conduct risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes. Risk assessments are created before an event and as needed. They are reviewed annually or earlier if required and are stored in the Procedures and Risk Assessment folders in the preschool foyer and office.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>First aid qualifications</b></p>	<ul style="list-style-type: none"> <li>● All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> <li>○ Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training</li> <li>○ anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool)</li> <li>○ e-Emergency care</li> <li>○ CPR face to face training (HLTAID001)</li> <li>○ Administration of medication in schools (for teacher and SLSO in the preschool)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● All educators are supported to obtain and hold current first aid qualifications (HLTAID004, HLTAID012).</li> <li>● The skills and competencies of trained first aiders are maintained and skills are kept up to date.</li> <li>● There is at least one staff member available on the preschool site, readily available at all times who holds current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004 or HLTAID012). Currently all staff contracted to the preschool hold this qualification. The SAM and SAO in the school office hold current HLTAID009, HLTAID010, and HLTAID011 qualifications and can be called on in an emergency. They can be reached via the internal school phone.</li> <li>● The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as <i>nominated first aider /s</i> alongside the days they are on duty in the preschool. This is displayed on the information wall next to the front door.</li> <li>● Educators' current first aid certificate/s are stored in hard copy in the staff folder which is located in the preschool office and updated annually and when necessary by the SLSO.</li> <li>● Each educator takes responsibility for ensuring their first aid qualification/s remain current by monitoring the expiry date and alerting the preschool supervisor or principal prior to requiring retraining.</li> </ul>
<p><b>First aid kit</b></p>	<ul style="list-style-type: none"> <li>● The preschool is supplied with an appropriate number of first aid kits for the number of staff and children being educated and cared for by the service</li> <li>● First aid kits are stored on the preschool site. The St Johns First aid kit is stored in the tall storage cupboard (brown wooden door) adjacent to the laundry room entry. A first aid backpack is located on a hook by the back door and during outdoor play, it is placed on a hook outside next to the back door.</li> <li>● General use EpiPen and Asthma medication is stored in a white plastic basket in the tall storage cupboard (brown wooden door) and instructions for their use are attached to the front of the storage cupboard door.</li> <li>● Children's personal medication and health care plans are stored in zip lock bags with the first aid kit and general use medication.</li> <li>● The kits are inaccessible to children, suitably equipped, and easily recognisable and accessible for adults.</li> <li>● A written record of the contents of the kit /s is maintained, including the contents' expiry dates.</li> <li>● The SLSO is responsible for maintaining the first aid kit, ensuring that: <ul style="list-style-type: none"> <li>○ stock levels are maintained</li> <li>○ expiry dates are checked</li> <li>○ expired stock is disposed of appropriately</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o action taken is documented in the Operational Register</li> <li>• The SLSO conducts first aid kit maintenance, week one of each school term and restocks or orders any missing or out of date stock. This check is recorded in the <i>Operational Register</i>.</li> <li>• For use in an emergency situation, the first aid kit contains a general - use EpiPen Junior and asthma reliever medication (Ventolin) and instructions for their use - the <a href="#">ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen</a> and the <a href="#">Asthma Care Plan for Education and Care Services</a>.</li> <li>• The location of this emergency medication is clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.</li> <li>• When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken: <ul style="list-style-type: none"> <li>o a first aid kit in a backpack</li> <li>o the general – use emergency medication (EpiPen and Asthma inhaler) and instructions for use</li> <li>o individual children’s emergency medication and medical management plans.</li> <li>o The SLSO is responsible for the first aid kit during excursions and incursions</li> </ul> </li> </ul>
<p><b>Administration of first aid</b></p>	<ul style="list-style-type: none"> <li>• In any medical emergency an ambulance will be called immediately. A preschool educator will ring 000 if an ambulance is required and then inform the Principal as soon as possible.</li> <li>• In an anaphylaxis or asthma emergency situation, preschool educators will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent / carer authorisation is not required for this.</li> <li>• On the enrolment form parent consent for the administration of an EpiPen, Asthma medication or first aid is received</li> <li>• If emergency medication is administered: <ul style="list-style-type: none"> <li>o an ambulance will be called</li> <li>o the principal and child’s parent or carer will be notified</li> <li>o a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.</li> </ul> </li> <li>• If a child requires it, they will be administered first aid by the most appropriate educator in the preschool at the time.</li> <li>• Administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider</li> <li>• In the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness</li> <li>• After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i> by the educator who has administered the first aid. These are stored in an A4 plastic file on top of the children’s lockers .</li> <li>• On collecting their child from preschool, the parent or carer will be notified of the circumstances surrounding the</li> </ul>

	<p>administration of first aid to their child and they will be asked to sign the completed <i>Incident, injury, trauma and illness record</i> as confirmation of this.</p> <ul style="list-style-type: none"> <li>● The incident is noted in the <i>Operational Register</i>. This book is stored with the <i>Incident, injury, trauma and illness record</i> on top of the children's lockers.</li> <li>● Ensure that the record after being signed is stored in the child's personal file in the preschool office</li> <li>● Ensure that a copy of the <i>Incident, injury, trauma and illness record</i> is made available for parents/guardians on request.</li> <li>● If the child then sees a medical practitioner in relation to their injury, a notification will be made to Early Learning (phone 1300 083 698) within 24 hours of the preschool staff becoming aware the child was taken for medical attention.</li> <li>● Families are required to notify preschool staff if their child sees a medical practitioner in relation to any injury received at preschool.</li> <li>● If a child suffers a head, groin or bite injury, their parent/carer will be contacted as soon as practical by a staff member from the preschool.</li> </ul>
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<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
<p>05/05/2022 Sarah Beesley, Kellie Urszulak</p>
<b>Key changes made and reason/s why</b>
<p>Added additional supervision details as a result of changes to the preschool cohort. Changed format to align with Department guidelines Annual update</p>
<b>Record of communication of significant changes to relevant stakeholders</b>
<p>Notified Responsible person in charge to review - 27/07/2022 Posted on Kinderloop for parents/carers to review - 02/08/2022</p>