**Ashcroft Public School Preschool Procedure**

**Administration of first aid**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168 (2)(a)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)[Regulation 136](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s136.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01
* First aid procedures and support tools
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| **Procedures:** |
| * Display in the foyer indicates the First Aid nominated staff member for each day. Staff attendance sign on also indicates the nominated First Aider each day.
* Only nominated First Aiders will administer first aid to children.
* First Aid plan (DoE) is reviewed and updated on a yearly basis. First Aid plan is displayed in the kitchen area, outdoor play area and foyer of the preschool.
* Educators will participate in e-medication online training and update as per the mandatory training guide provided by the DoE each year.
* First aid plans will be reviewed yearly and updated as per the H&S directorate and as a part of the self-assessment audit tool.
* All staff members will complete and maintain current, mandatory department first aid qualifications; e- Anaphylaxis e-learning and e-Emergency Care e-learning, e-Administration of Medication in School and Face to Face anaphylaxis.
* Hard copy first-aid qualifications of staff will be stored in the staff folder in the preschool office.
* If first aid is administered to a child, the educator who administers it will complete an *Incident, injury, trauma or illness* form (as per the ACECQA template)
* In addition, a brief record will be entered into the first aid booklet in the kitchen, for easy referral.
* Notify parent for all head injuries, no matter how serious, send child home and recommend doctor referral.
* Copy of ACECQA template located in kitchen area of the preschool for easy access to fill out for the educators.
* First Aid supplies;
* Are re-stocked by a school administration officer
* Checklist for expired items is reviewed termly.
* Fire warden to pick up epi-pen and first kit upon evacuation
* Expiration dates are checked regularly by a school administration officer
* First aid kits are located outside the back door, in the adult’s bathroom and in the kitchen
* Student’s personal emergency medications and emergency care plans are stored in the kitchen
* Emergency Epi pen and Ventolin are stored in the kitchen
* Ice packs are available in the freezer located in kitchen
* First aid posters including CPR instructions are displayed in the kitchen and on the outside wall of the building
* A spider identification poster is displayed outside
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