

ASHCROFT PUBLIC SCHOOL

Administration of First Aid Procedure

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 89 Regulation 94 Regulation 136	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
First Aid Procedures		
Procedure		
First Aid Qualifications	<ul style="list-style-type: none"> • All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> - Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training - anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool) - e-Emergency care - CPR face to face training (HLTAID001) • Permanent preschool staff members hold current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID012 – Provide First Aid in an education and care setting). There are other staff members available on the school site, who are readily available at all times and can be called upon during an emergency by contacting the front office: <ul style="list-style-type: none"> - Karen Ali: Deputy Principal - Lyndall Holden: Deputy Principal - Sharon Nelson: Business Manager - Shanhtay Rash: School Administration Officer • The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool foyer near the sign on book. They are noted as <i>nominated first aider/s</i> alongside the days they are on duty in the preschool. Staff attendance sign on also indicates the nominated First Aider each day. • Educators' current first aid certificate/s are stored in hard copy in the staff folder in the foyer. • Each educator takes responsibility for ensuring their first aid qualification/s remain current by monitoring the expiry date / s and alerting the preschool supervisor or principal prior to requiring retraining. 	
First Aid Kit	<ul style="list-style-type: none"> • First aid kits are stored on the preschool site. They are suitably equipped and easily accessible. The kits are inaccessible to children, but easily recognisable and accessible to adults. There are first aid kits located: <ul style="list-style-type: none"> - outside the back door, on a high shelf. 	

	<ul style="list-style-type: none"> - in the kitchen. - in the adult bathroom. • A written record of the contents of the kit/s is maintained, including the contents' expiry dates. It is the responsibility of the School Administration Officer (SAO) to check the contents of each first aid box at the start of each term and re-order anything that has expired. A comprehensive checklist is kept in all First Aid Kits. Preschool staff can re-order items by contacting the front office at any time. First Aid supplies: <ul style="list-style-type: none"> - are re-stocked by a school administration officer - check for expiring/expired items is reviewed termly - student's personal emergency medications and emergency care plans are stored in the kitchen - emergency EpiPen 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 - spider identification poster is displayed outside • 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 ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2021 EpiPen and the Asthma Care Plan for Education and Care Services. • The location of this emergency medication are clearly noted on the outside of the kit for the information of all staff, visitors and volunteers. • When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the preschool SLSO takes the evacuation bag containing: <ul style="list-style-type: none"> - a first aid kit - the general – use emergency medication and instructions for use - individual children's emergency medication and medical management plans - emergency contact details for the children.
<p>Administration of first aid</p>	<ul style="list-style-type: none"> • Emergency contact numbers are displayed near all phones to ensure quick access. • In any medical emergency an ambulance will be called immediately by available staff. Preschool staff will notify the principal via the front office as soon as possible. • 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. • If emergency medication is administered: <ul style="list-style-type: none"> - an ambulance will be called - the principal and child's parent or carer will be notified - a notification will be made to Early Learning (phone 1300 083 698) within 24 hours. • If a child requires it, they will be administered first aid by the nominated first aid officers on site. • 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 administered the first aid. A copy of the ACECQA template, is located in kitchen area of the preschool for easy access to fill out for the educators. • On collecting their child from preschool, the parent or carer will be notified of the circumstances surrounding the 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. • Families will be notified of any serious incidents immediately and the

	<p>preschool supervisor will be required to notify Early Learning within 24 hours. <i>Incident, injury, trauma or illness forms</i> are kept on the school premises until the child reaches the age of 25. All records are stored in a locked cupboard in a filing cabinet and at the end of each year are stored in the main school office.</p> <ul style="list-style-type: none"> • 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. • If a child suffers a head or bite injury, their parent will be contacted as soon as practical by preschool staff. We notify parents for all head injuries, no matter how serious, and send the child home and recommend doctor referral.
First aid plan	<ul style="list-style-type: none"> • Preschool First Aid plan (DoE) is reviewed and updated on a yearly basis. The First Aid plan is displayed in the kitchen area, outdoor play area and foyer of the preschool. • 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.

Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.