



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

Administration of First Aid Procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.1, 2.2</p> <p>Regulations: 85, 88, 89, 90, 93, 94, 136</p>	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools – A summary and consolidation of policy</p> <p>First aid procedures [PDF 274 KB]</p> <p>First aid kits</p> <p>Administration of medication</p>	<p>Temperature monitors in first aid kits fact sheet [PDF 102 KB]</p> <p>ACECQA's policy and procedures guidelines – The administration of first aid [PDF 211 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>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 could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities

	<ul style="list-style-type: none"> ● 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers ● they are actively involved in the review of this procedure, as required, or at least annually ● details of this procedure's review are documented.

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) ● Staff who have completed above training must complete <ul style="list-style-type: none"> - Annual Competence Check ● There is at least one staff member available on the school site, readily available at all times who holds current NQF approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). Preschool Educator Hylie McEvoy, Preschool SLSO Alexandra Hay, relieving SLSO's Natalie Chilcott & Felicity Pacevski, School Administration Officer Sue Allen, School Administration Officer Kimberley Nixon, Nominated Supervisor Stacy Mathieson, /Sarah Rudolph and Pedagogical Leader Michelle Lynch hold the NQF approved qualification. In the event that the Preschool Educator or Preschool SLSO are not present during an emergency, the Principal and/or Pedagogical Leader will be the initial contact to respond immediately. ● The names of the Irrawang Public School Staff who hold the NQF qualifications are clearly displayed in the preschool. They are noted as
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	<p><i>nominated first aider/s</i> alongside the days they are on duty in the preschool. This information is displayed in the preschool foyer.</p> <ul style="list-style-type: none"> • Teachers', educators' and SLSOs current certificates are stored in hard copy in their staff folder. These folders are located in the staff office on the top shelf of the educator's desk. The Preschool Educator is responsible for maintaining these folders. • Each teacher, educator and SLSO takes responsibility for ensuring their first aid qualifications remain current by monitoring the expiry date(s) and alerting the preschool supervisor or principal prior to requiring retraining.
<p>First aid kit</p>	<ul style="list-style-type: none"> • There is a first aid kit(s) within the preschool premises. A fixed First Aid Kit is located on the wall near the disabled toilet. Two portable First Aid Kits (both black backpacks - one asthma the other first aid/EpiPen) are located on the fridge in the kitchen (when indoors) or on the self between the two exit doors of the outdoor learning environment (when outdoors). Both First Aid Kits are moved between environments by the preschool SLSO as the children transition from one environment to another. • A second portable First Aid for asthma is only required when there are 3 or more individual asthma medications needed. Otherwise, there is one portable First Aid Kit containing both asthma medications and the first aid/EpiPen • The kits are inaccessible to children, but easily recognisable and accessible to adults. • A written record of the contents of the kit(s) is maintained, including the contents' expiry dates. The School Administration Officer is responsible for maintaining the contents of the First Aid Kits and monitoring of expiry dates. A list of contents with expiry dates is stored within each kit. The contents of the kits are checked termly and are restocked as required. Educators inform the School Administration Officer of items used during the administration of first aid that day and these items are replaced promptly. • For use in an emergency, the first aid kit contains a general-use EpiPen Junior (Kit 1) and asthma reliever medication (Ventolin) and instructions for their use (Kit 2)- the ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen and the Asthma Care Plan for Education and Care Services.

	<ul style="list-style-type: none"> ● The location of this emergency medication is 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 following is taken: <ul style="list-style-type: none"> -list of children’s emergency contacts -one or both first aid kits -general – use emergency medications and instructions for use -individual children’s emergency medication and medical management plans. ● The preschool SLSO carries one or both First Aid Kits and medication when away from the preschool.
<p>Administration of first aid</p>	<ul style="list-style-type: none"> ● In any medical emergency an ambulance will be called immediately. The School Office will call emergency services and families will be contacted immediately after. ● In an anaphylaxis or asthma emergency, the preschool staff will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent authorisation is not required for this. ● In the event of an anaphylaxis, asthma or seizure emergency situation, First Aid Action Plans are displayed in the kitchen and next to the First Aid Kit outdoors for reference. ● 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. ● After first aid has been administered, the details will be recorded in an <i>Incident, Injury, Trauma and Illness Record</i>. Blank copies are located under the phone at the back door of the Preschool Room and in the Preschool Office. The Preschool staff member who administered the first aid is responsible for completing the record. ● 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. The form is then signed by the nominated Supervisor, recorded in SENTRAL and then stored in the child’s file in the locked cabinet in the Preschool Office.

	<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 the child is not taken for medical attention, but a reasonable person would have thought they should have been, a notification must still be made. • If a child suffers a head or bite injury, their parent will be contacted as soon as practical. The Preschool Educator will contact the family and give them the option to pick up their child if they so choose. • If a child experiences an incident, injury, trauma or illness when attending Preschool and are unable to be calmed, families will be contacted out of courtesy to inform them of the situation and will be given the option to pick up their child.
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Record of procedure's review

Date of review and who was involved	<p>15/12/2020 Hylie McEvoy (Preschool Teacher) Evelyn Plunkett (P-2 Initiatives Officer)</p> <p>7/12/2021 Michelle Lynch (Pedagogical Leader)</p> <p>1/3/2022 Michelle Lynch (Pedagogical Leader)</p> <p>3/3/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>1/3/24 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator) Alex Hay (Preschool SLSO)</p> <p>21/2/25 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator) Felicity Pacevski (Relieving Preschool SLSO)</p>
Key changes made and reason why	<p>7/12/2021 -Updated First Aid Qualification codes (HLTAID012). -Add - Display of Action Plans (Seizure/Asthma/Anaphylaxis -Epipen/Anapen) in kitchen & Outdoors. -Updated statement re ASCIA Action Plan Anaphylaxis Anapen Red 2021 documentation if child presents with one.</p> <p>1/3/22 -Clarity pertaining to injury to head being anything above the shoulder and bite injury</p>

	<p>as from another child or unknown source (e.g. spider).</p> <ul style="list-style-type: none"> -Clarity surrounding notifications to families - when required and for what. -Detail of who can administer emergency medications when required. <p>3/3/23</p> <ul style="list-style-type: none"> -Removal of Sue (previous SAO) with ACECQA approved first aid qualifications. -Amendment: reference to 2 First Aid Kits (Kit 1 - First Aid and EpiPen, Kit 2 - Asthma). <p>1/3/24</p> <p>Updated (addition/deletion) as per Early Learning Leading and Operating Preschool Guidelines vSept2023.</p> <p>17/3/24</p> <p>Addition of Sue Allen SAO with ACECQA approved first aid qualifications.</p> <p>21/2/25</p> <ul style="list-style-type: none"> - Added (Staff Training) Annual Competence Check - Addition of Relieving Principal Sarah Rudolph &, Kimberley Nixon SAO. - Clarify reason why a second portable First Aid Kit may be required
<p>Record of communication of significant changes to relevant stakeholders</p>	<p>Principal: Email & Acknowledgement Spreadsheet 21/02/25</p> <p>Staff: Email & Acknowledgement Spreadsheet 21/02/25</p> <p>Parents: Sentral Parent Portal 21/02/25</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>