### Administration of first aid procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.12.2 | Regulation [89](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg89)Regulation [94](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div4/reg94)Regulation [136](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div6/reg136) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools) [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** |
| [First Aid Procedures](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid/PROC003_FIRSTAIDPROCEDURES.pdf) |
| **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.
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| **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 includes: * 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.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, at least annually, or as required
* ensuring the details of this procedure’s review are documented.
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| **Procedure** |
| **First aid qualifications** | * All department staff (ongoing, temporary and casual) complete the department’s mandatory first aid training:
	+ 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)
* There is at least one staff member available on the school site, readily available at all times who holds current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004 or HLTAID012).
	+ Both the preschool educator and SLSO’s hold each of the required qualifications.
	+ At least one staff member in the main school office holds each of the required qualifications. They can be contacted in an emergency using the internal phone or mobile phone.
* The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as *nominated first aider/s* alongside the days they are on duty in the preschool. This information is displayed with the visual duty roster.
* Educators’ current first aid certificate/s are stored in hard copy in the staff folder. The folder is stored in the preschool office and the records are maintained by the preschool teacher and supervisor.
* 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. The main school office also keeps records of staff training and expiry dates.
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| **First aid kit** | * First aid kits are stored on the preschool site. There is a first aid cupboard in the preschool kitchen that is fully stocked. There is also a first aid backpack that taken outside during outdoor play and when the children leave the preschool premises, e.g. for library lessons or in an emergency evacuation. The EpiPen and Ventolin are stored in the kitchen first aid kit, but placed into the backpack when it is used.
* 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 preschool educator is responsible for maintaining the list, and the list displayed next to the first aid kit in the kitchen. Regular checks of the kit contents are included in the term cleaning schedule.
* 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) 2020 EpiPen](https://allergy.org.au/images/stories/anaphylaxis/2020/ASCIA_First_Aid_Anaphylaxis_EpiPen_Orange_2020.pdf) and the [Asthma Care Plan for Education and Care Services](https://asthma.org.au/wp-content/uploads/About_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4_2019.pdf).
* The location of this emergency medication is clearly noted on the outside of the outdoor/mobile 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:
* a first aid kit
* the general – use emergency medication and instructions for use
* individual children’s emergency medication and medical management plans. The preschool SLSO is responsible for carrying the emergency backpack, including all of the items listed above.
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| **Administration of first aid** | * In any medical emergency an ambulance will be called immediately. The preschool staff call the ambulance and then notify the main school office, who can then assist with directing the ambulance to the preschool site.
* In an anaphylaxis or asthma emergency situation, p**reschool educators will a**dminister 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:
	+ 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 aider on duty.
* After first aid has been administered, the details will be recorded in an *Incident, injury, trauma and illness record.* The record is completed by the nominated first aider, and the forms are stored in a labelled folder in the cupboard under the staff sign in book.
* 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 *Incident, injury, trauma and illness record* as confirmation of this.
* 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.
	+ Immediate contact is made in the event of a serious injury, head injury, insect or animal bite, severe bleeding, suspected infectious disease, vomiting or diarrhoea, high fever, or any other circumstances where the educators believe the parent should be informed and decide as to whether they will collect the child early.
	+ Phone calls are made by the preschool educator or SLSO. The preschool staff notify the main school office if a parent will be coming to collect their child while the main gates are locked to ensure they are granted access to the school site, and that all stakeholders are aware of the situation.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 4.6.2021. Sally Egan, Rebecca Donaldson, Jessica Le, Neil Bourke. |
| **Key changes made and reason/s why** |
| Adopted DoE template. |
| **Record of communication of significant changes to relevant stakeholders** |
| Updated copy in local procedures folder. Summary included in casual folder. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.8.2021. Sally Egan, Rebecca Donaldson, Jessica Le, Neil Bourke. |
| **Key changes made and reason/s why** |
| Added new approved First Aid course code.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Updated copy in local procedures folder.  |

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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.04.2022. Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Clarified placement of emergency medication notification on portable first aid kit.  |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 27.6.2023. Rebecca Donaldson, Francesca Peterson, Thi Nguyen |
| **Key changes made and reason/s why** |
| No change |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 19.03.2024. Rebecca Donaldson, Thi Nguyen, Sally Egan, Shumaila Shoaib, Neil Bourke |
| **Key changes made and reason/s why** |
| No change. Discussed how to give directions accurately to enter the school. A display will be made for the preschool to assist if staff need to call an ambulance.  |
| **Record of communication of significant changes to relevant stakeholders** |
|  Email to preschool duty staff reminding them about first aid processes sent by Sally on 19.3.2024 |

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