

## Preschool administration of first aid procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation <a href="#">89</a>	<a href="#">Leading and operating department preschool guidelines</a>
2.2	Regulation <a href="#">94</a> Regulation <a href="#">136</a>	
<b>Pre-reading and reference documents</b>		
<a href="#">First Aid Procedures</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	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.	
<b>Preschool educators</b>	<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</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, at least annually, or as required</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>	
<b>Procedure</b>		
<b>First aid qualifications</b>	<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> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• 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). The current staff members with the qualifications are: <ul style="list-style-type: none"> <li>- Joanne Jurgeit – Preschool teacher</li> <li>- Carolyn Cuddy – SAM</li> <li>- Amiee Jahshan – Principal</li> <li>- Amanda Dawoud – Deputy Principal</li> </ul> </li> <li>• The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool foyer. They are noted as <i>nominated first aider /s</i> alongside the days they are on duty in the preschool.</li> <li>• Educators' current first aid certificate/s are stored in hard copy in the staff qualifications folder that is kept in the preschool office.</li> <li>• 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.</li> </ul>
<p><b>First aid kit</b></p>	<ul style="list-style-type: none"> <li>• Two first aid kits are kept on the preschool site. One first aid kit is for indoor use and is situated on the wall at the outdoor play exit of the preschool. The second first aid kit is a portable kit that can be taken outside during outdoor play. First aid kits are highlighted on the maps at each evacuation exit point in the preschool</li> <li>• The kits are inaccessible to children, but easily recognisable and accessible to adults.</li> <li>• Each first aid kit contains a list of items stored within the kit and the expiry dates of each item. First aid kits are checked at the end of each term to ensure expiry dates of products are within the coming term. If products have expired or are approaching expiry educators replace item immediately. Educators checking the first aid kits at the end of term must date and sign the check list. If items are running low prior to the scheduled check then staff restock the contents</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>• Personal EpiPen's or Ventolin inhalers are kept inside the portable first aid kit on the days they attend preschool. On the day's children do not attend the personal use devices are kept in the office area.</li> <li>• The location of this emergency medication are 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>○ a first aid kit</li> <li>○ the general – use emergency medication and instructions for use</li> <li>○ individual children's emergency medication and medical management plans.</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.</li> <li>• In an anaphylaxis or asthma emergency situation, <b>preschool educators will administer</b> emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent / carer authorisation is not required for this.</li> <li>• If emergency medication is administered: <ul style="list-style-type: none"> <li>○ an ambulance will be called</li> <li>○ the principal and child's parent or carer will be notified</li> <li>○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• If a child requires it, they will be administered first aid by a staff member with current approved first aid qualification and anaphylaxis and emergency asthma management training. They will be present and immediately available at all times (regulation 136)</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 staff member who administered the first aid.</li> <li>• 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.</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>• If a child suffers a head or bite injury, their parent will be contacted as soon as practical.</li> <li>• A cardiopulmonary resuscitation (CPR) chart for adults and children is displayed on the office window</li> <li>• Preschool staff have a duty of care to comfort and care for sick and distressed children as well as providing immediate help if required.</li> </ul>
<p><b>Giving medication</b></p>	<ul style="list-style-type: none"> <li>• On arrival, parents give the child's medication to a staff member for safe storage. All non-emergency medication is to be stored in a locked cupboard or in the refrigerator with the kitchen door locked at all times, out of reach of children. Medication must be in its original packaging with a pharmacy label which states the child's name, dosage instructions and current use-by date. Medication without this labelling must not be given.</li> <li>• When a staff member administers medication to a child, the staff member records this and another member of staff verifies that the medication was administered as prescribed. The record must include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This is to be made available to parents for verification.</li> <li>• Permission forms to give medication for a prolonged period must be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan. Parents are encouraged to advise if a child is on medication, even when it is not given at the preschool.</li> <li>• Staff members administering medication are required to complete the 'administering medication' course prior to being able to do so.</li> </ul>

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
Term 2 – 20 <sup>th</sup> May 2021 by Kristen McNeill and Joanne Jurgeit
<b>Key changes made and reason/s why</b>
Staff included with First Aid Qualifications
<b>Record of communication of significant changes to relevant stakeholders</b>
Amiee Jahshan – Principal Hayley Cook – preschool teacher Patricia May – Preschool SLSO Staff covering educator's breaks
<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
Term 2 – 17 <sup>th</sup> June 2022 by Joanne Jurgeit
<b>Key changes made and reason/s why</b>
Nominated first aider foyer display updated.
<b>Record of communication of significant changes to relevant stakeholders</b>
Amiee Jahshan – Principal Patricia May – Preschool SLSO Staff covering educator's breaks