



Dubbo West Public School Preschool

Procedure: First Aid

Links to relevant legislation:

Regulation 168 (2)(a)
Regulation 136
Regulation 89

Links to National Quality Standard:

Standard 2.1
Standard 7.3



Links to EYLF:

Learning outcome 1.1
Children feel safe,
secure and supported

Date to be reviewed:

February 2020

Introduction:

Preschool staff have a duty of care to comfort and care for sick and distressed children as well as providing immediate help if required.

Aims:

Preschool staff need to assure parents that all necessary actions will be taken if their child is involved in an accident or emergency.

Procedures:

Preschool Staff will:

- Ask parents on enrolment to give written authorisation for staff to seek urgent medical and hospital treatment and/or to call an ambulance for their child if needed.
- Ensure a staff member with HLTAID004 first aid training is available at all times.
- Ensure all staff have current Department of Education first aid certification, CPR training and Asthma and Anaphylaxis management training.
- Make sure the preschool first aid kit is accessible to all staff but not to children. A cardiopulmonary resuscitation (CPR) chart for adults and children should be kept with the first aid kit and also displayed in prominent positions in the preschool, both inside and outside.
- Ensure first aid kit contents are regularly checked and update so all items are within use by date.
- Have a portable first aid kit for excursions.
- Make sure that first aid procedures are followed after an accident or injury.
- Fill out an incident report for any accidents or injuries that occur while at preschool.
- Make sure parents sign the accident form and then file it in the accident folder.
- File all accident reports as per ACECQA archiving procedures, at the end of the school year.

- Collate incident records regularly to ensure Preschool is a safe environment, for example, accidents are not consistent with a risk at Preschool.
- If in doubt call the parent/caregiver and let them know what has happened so that they can decide whether to take them home.