

Dubbo West Public School Preschool

Procedure: The Administration of First Aid



**Education and Care Services National Law or Regulation:**

*89*

*94*

*136*

**Associated Department Policy, Procedure or Guidelines:**

*Student health in NSW schools: A summary and consolidation of policy*

**Links to National Quality Standard:**

*Standard 2.1*



**Date to be reviewed:**

*February 2021*

**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. Staff first aid qualification certificates are stored in the Preschool Staff Folder.
* 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. The preschool first aid kit is hanging on a hook in the preschool classroom, near the kitchen door. When the children are outside this kit is moved to a hook on the exterior back wall next to the single door.
* Ensure first aid kit contents are regularly checked and update so all items are within use by date. The date for checking the kit is recorded on a tag on the kit. Preschool staff will notify school admin staff when the kit is due to be checked.
* Ensure that an SLSO will carry the first aid kit and personal medication when the group leaves the premises for an excursion or to evacuate.
* Make sure that first aid procedures are followed after an accident or injury. All staff may administer first aid for minor incidents. For more serious incidents first aid is to be administered by the Nominated First Aider.
* 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.

Nominated First Aiders, holding the HLTAID004 qualifications, that are working directly with the children are identified on the Preschool staff sign-on sheet.

In an emergency situation, emergency medication (such as Epipen, Ventolin) can be administered without parental authorisation.