**Waratah Public School Preschool Procedure**



**Administration of First Aid**

**Reviewed: 13/5/2020**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| [Regulations 85-87](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2)  [Regulation 89](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg89)  [Regulation 92-95](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div4)  [Regulation 136](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div6) | The following department policies and relevant documents can be accessed from the Early Learning section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);   * [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) | pg. 28-29  pg. 35 | 2.1 | Waratah PS First aid plan |
| 1. Four preschool educators (Julie Limn, Sandie Rufo, Suzi Ward, Rebecca Dodds) have current HTLAID004, ACECQA approved first aid qualifications. Additional staff from Waratah Public School have also completed ACECQA approved first aid training and are available in the event of an emergency. 2. Educators complete the Department of Education’s mandatory CPR training, e-emergency care and asthma and anaphylaxis training. 3. All educators who have completed the updated training ‘DoE Administration of Medication e-training', administer first aid to children, when required. 4. Certificates of completion for each educator are stored in the preschool staffroom in the ‘*Staff Qualifications*’ folder. Expiry dates are recorded at the front of this folder and reviewed each term. 5. A first aid roster has been developed and is located inside the door of the kitchen pantry. Each term, a staff member has the responsibility of checking each of our first aid kits, incident/injury/trauma/ illness forms and children’s medication. This role includes organising the replenishment of accident forms and first aid supplies and the safe disposal of medication if required. 6. A notice clearly displaying emergency telephone numbers and the nearest crossroad is displayed near all phones and attached to those used during outdoor play sessions. Phone numbers include:  * 000 * John Hunter Hospital - 4921 3000 * Poisons information Centre - 13 11 26 * Waratah Police - [(02) 4926 6599](https://www.google.com.au/search?ei=IC1JW-Bjg8PSBJmRspgB&q=waratah+police+station&oq=waratah+police+station&gs_l=psy-ab.3..0l7j0i22i30k1l3.1440.5273.0.5393.24.19.1.0.0.0.386.2797.0j2j8j1.11.0....0...1.1.64.psy-ab..12.12.2812...0i67k1j0i131k1.0.9HnhPYoSwBM) * New Lambton Fire Station - (02) 4952 1188 * Cross Street- Harriet Street/Lambton Road  1. First-aid facilities at the centre include:  * A first-aid cabinet located in the kitchen (bandaids etc.) * Ice packs (freezer in kitchen) * Portable First aid kit (Kitchen) * Backpack first aid kit (for excursions) * Esky outdoors (for icepacks) * General use Junior Epipens (x2) – located in the kitchen * General use Asthma medication (Kitchen) * Children’s medication – stored in individual medication bags (Kitchen)  1. All first-aid equipment is easily accessible and stored at a height that cannot be accessed by children. 2. Action plans are displayed in the kitchen, in the Casual teacher’s folder, accompanied by a photo of the child. Copies of action plans are also stored with medication and in children’s individual medical folders. 3. Any child requiring the administration of first aid needs to have an incident/injury/trauma/illness form completed. The template is kept in a folder in each preschool room and outdoors in the first aid cupboard. This record needs to be signed by the witness to the incident/injury/trauma/illness and by the person filing the report. If the witness is a child, record the child’s name. 4. If a child is sent home due to illness, this form is required to be completed and signed by a parent/caregiver. 5. In the event of an emergency evacuation, educators collect the portable first aid kit, emergency medication and children’s medication prior to leaving the preschool. 6. When leaving the preschool premises for a planned event, such as a visit to the school or for an excursion, educators prepare the first aid backpack, emergency medication and individual children’s medication and complete a checklist to ensure that all items are included in the kit. 7. In the event of an emergency, parental authorisation to administer emergency medication, such as EpiPen or Ventolin, is not required. 8. All incidents need to be communicated to the parents/caregivers of a child and signed at collection. Any serious incident, including one in which a child requires medical attention, needs to be reported to the Nominated Supervisor (Principal Mat Freeman), who will assist in managing the incident. The Early Learning Unit and ACECQA also need to be informed within 24 hours. 9. Please refer to Waratah Preschool's 'Incident, Injury, Trauma, and Illness' procedure for further information. 10. In the event of a whole school emergency, the Waratah Public School First Aid response plan will be implemented and followed. This plan is part of the Waratah EMP – Emergency Management Plan, which is stored centrally in the school.   ***Sources***:   * Leading and Operating Department Preschool Guidelines * The Early Childhood Code of Ethics. * National Quality Standard * DoE Policies and procedures | | | | |

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