

Procedure related to the administration of first aid

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.1	89 94 136	Student health in NSW schools: A summary and consolidation of policy

First Aid Qualifications

Permanent preschool staff have the hold the ACECQA approved first-aid, anaphylaxis and asthma qualification the HTLD004- First Aid in Education and Care Setting. Most Punchbowl Public School E.I Staff also hold this first aid qualification. In the preschool any staff member who has this qualification can administer first aid when needed.

Department of Education staff are required to complete the mandatory department health and safety qualifications. Staff are required to have:

- *Provide CPR (annually)*
- *Anaphylaxis training (annually)*
- *Anaphylaxis e-learning (bi-annually)*
- *e-Emergency Care (tri-annually)*
- *e-Administration of prescribed medication at school (tri-annually)*

All records of staff training for the school staff are located in the school server. A copy of preschool staff records are kept in the preschool staff qualification folder.

First Aid Kits

[Regulation 89](#) requires a suitably equipped, easily accessible first aid kit. A comprehensive and fully stocked First Aid Kit is kept on the premises in the kitchen and outdoors, which are easily accessible to staff, but out of reach of children and readily available for excursions or visits to the school. Preschool educators are also able to access the first aid kit stored in the school office, which is more extensive and includes contents prescribed by the department. There is no regulatory requirement for a preschool to have a defibrillator.

Preschool first aid kits must remain well-stocked. Emergency medication such as EpiPens must be stored out of reach of children in an unlocked cabinet. First aid kits and

medications, including children's personal medications, will be monitored by the School Administration Officer-preschool (SAO-p) each term to ensure all items are in date.

It will be the responsibility of the SAO-p to monitor the preschool first aid kit each term. At the end of each term expiry dates will be checked on all contents. The SAO-p will then organise for suitable replacement items to be restocked.

A Cardiopulmonary Resuscitation (CPR) chart for adults and children is displayed in prominent positions, both indoors and outdoors at the preschool.

Emergency contact numbers are displayed near all phones and outdoors to ensure quick access. These include:

- Emergency number – 000
- Poisons Information Centre- 13 11 26
- Bankstown Hospital 9722 8000
- Bankstown Police Station 9783 2199
- Street Address and Telephone Number of the Preschool-
- 1333 Canterbury Road, Punchbowl 2196.
Closest entry to site located on Rossmore Avenue.
Preschool: 9750 3702 **School:** 9750 5055 or 9750 5466
- Nearest cross road to the preschool premises is Canterbury Road

If educators administer first aid they must complete an **incident, injury, trauma or illness** record within 24 hours of the incident. The Department of Education template complies with the information required in [regulation 87](#). This applies for all first aid administered and there is no requirement or need to keep a separate log of injuries or illnesses, or categorise them as minor or major.

It is up to the staff member on duty at the time of the incident to complete the **incident, injury, trauma or illness** record. This must be done if not immediately, then by the end of the day so that a parent signature can be obtained. Another educator is to witness the first aid being administered and sign the record. **Incident, injury, trauma or illness** record templates are kept in the office in a folder on the shelf labelled incident, injury, trauma or illness record.

The family must be notified within 24 hours of the event, and sign the acknowledgment of notification on the record ([regulation 86](#)). If the family is notified verbally, details of this will be added by an educator to the record. If parents are unable to be contacted, emergency contacts provided on the **contact information preschool** form will be contacted. Parents must inform staff of any changes in place of work, phone numbers and addresses so that records are up to date and parents are easily contactable in the event of illness, accident and/or trauma.

A child's family will also be called immediately in the event of serious injury, head injury, a fever, vomiting, diarrhoea or bite. Any injury involving the head, including a minor bump, will be reported to the principal immediately.

In the case of a serious incident the principal will make the required notification to Early Learning within 24 hours. Early Learning will then make the required notification to ACECQA.

Illness, accident, injury and trauma records will be kept on the school premises until the child reaches the age of 25 years. All past records originals are stored in the locked preschool filing cabinet. At the end of each year the records are scanned and stored on the school server.

Leaving the Preschool Premises and Evacuation

When leaving the preschool premises even for visits to the main school the evacuation bag must always be taken.

In the case of evacuation or rehearsals, the preschool teacher collects the children's arrival and departure register. The preschool SLSO locates and carries the evacuation bag containing.

- the first aid kit
- individual children's emergency medication and medical management plans
- emergency contact details for the children

In an emergency situation, emergency medication (EpiPen or Ventolin) can be administered without parental authorisation. Parents give authorisation for this in the **Application to enrol in a NSW government preschool** form.

Key Resources

Resources accessible from the preschool section of the department's [website](#)

<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management>

- Leading and Operating Department Preschool Guidelines
- The Early Childhood Code of Ethics.
- National Quality Standard
- DoE Policies and procedures