



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

Which staff members hold the ACECQA approved first-aid, anaphylaxis and asthma qualifications (combined these qualifications are known as HLTAID004)?

Benna Chojnacki (Preschool SLSO), Natalie Greenwood (Educator), Emilia Farkas (Assistant Principal), Lee Sibir (School Principal) and Helen Ektoros (SAM in Office) holds the ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004).

What mandatory Department first aid, CPR, anaphylaxis and asthma training do staff complete?

All staff P-6 complete the mandatory Department first aid, CPR, anaphylaxis and asthma training.

Where are staff first aid qualification certificates stored?

Staff first aid qualifications are kept in the school office and in the staff information folder in the preschool office.

Who administers first aid within the preschool?

All staff will administer first aid under the supervision of the first aid officer.

Where are the preschool first-aid kits located?

First –aid kits in the preschool can be located:

- mounted to the wall next to the sink in the preschool.
- EPIPEN and general Asthma puffer is located in a tub on top of the staff locker, it is clearly labeled.
- Gloves must be worn when giving first aid.

What process is used to identify and dispose of expired items?

A first-aid contents checklist is used to identify expired items and items that need restocking.

Whose responsibility is it to restock the kit?

Expired items are disposed of in the bin located away from children in the staff office. SLSO, Benna Chojnacki completes the checklist at the end of each term. The checklist is located under the first-aid kit.

Who carries the first aid kit (including the general use EpiPen Junior and Ventolin) when the group leaves the premises for an excursion or to evacuate?

One educator, depending on circumstances carries the first aid kit and emergency medication when the group leaves the premises for an excursion, evacuation or whenever leaving the Preschool. This includes the children's individual medication bags with their action plans.

Confirm that in an emergency situation, emergency medication (EpiPen or Ventolin) can be administered without parental authorisation

We do not require parent permission to administer EpiPen or Ventolin in an emergency.