

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<b>NQS: 2.1, 2.2</b> <b>Regulations: 85, 88, 89, 90, 93, 94, 136</b>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Student health in NSW schools – A summary and consolidation of policy</a></p> <p><a href="#">First aid procedures [PDF 274 KB]</a></p> <p><a href="#">First aid kits</a></p> <p><a href="#">Administration of medication</a></p>	<p><a href="#">Temperature monitors in first aid kits fact sheet [PDF 102 KB]</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">The administration of first aid [PDF 211 KB]</a></p>
<b>Responsibilities</b>		
<b>School principal</b>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	



<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>First aid qualifications</b>	<ul style="list-style-type: none"> <li>• All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> <li>— Australian Society of Clinical Immunology and Allergy (ASCI) anaphylaxis e-training</li> <li>— anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool)</li> <li>— e-Emergency care</li> <li>— CPR face to face training (HLTAID001)</li> </ul> </li> <li>• There is at least one staff member available on the school site, readily available at all times who holds current NQF approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). Currently held by Helen Ektoros, Sammantha Davis, Natalie Greenwood, Maryanne Botrous, Bernadette Chojnacki, Carmen Frendo and Belinda Bourne.</li> <li>• The names of the preschool educators who hold the NQF qualifications are clearly displayed in the preschool, in the preschool office above the medical wall display and the nominated preschool first aid officer for each day is recorded on the staff roster which can be found on the noticeboard in the preschool kitchen</li> <li>• Teachers' and educators' current certificates are stored in hard copy in the staff folder which can be found on the compliance shelf in the preschool office. This folder is updated at the beginning of each year by the Preschool AP and updated as necessary throughout the year.</li> <li>• Each teacher and educator take responsibility for ensuring their first aid qualifications remain current by monitoring the expiry date(s) and alerting the preschool supervisor or principal prior to requiring retraining. Reminders are also emailed to staff by the Preschool Administrator when their qualifications are close to expiring.</li> </ul>

<b>First aid kit</b>	<ul style="list-style-type: none"> <li>• There is a first aid kit(s) within the preschool premises and is located on the first aid shelf in the preschool office. This kit is taken outside during outdoor play and is returned to the shelf once the group has transition back inside.</li> <li>• The kits are inaccessible to children, but easily recognisable and accessible to adults.</li> <li>• A written record of the contents of the kit(s) is maintained, including the contents' expiry dates. The kit is checked at the end of each term against a checklist that can be found in the daily check and safety book. All expiry dates are checked and the educator responsible for the first aid kit for the term is responsible for ensuring that the kit is restocked, and all items are within their expiry dates.</li> <li>• For use in an emergency, the first aid kit contains a general-use EpiPen Junior and asthma reliever medication (Ventolin) and instructions for their use. Additional EpiPen Junior and asthma relievers can also be located on the first aid shelf in the preschool office.</li> <li>• The location of this emergency medication is clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.</li> <li>• When the group leaves the preschool to evacuate, for an excursion or to go into the school site, it is the responsibility of the SLSO to ensure the following is taken: <ul style="list-style-type: none"> <li>— list of children's emergency contacts</li> <li>— first aid kit</li> <li>— general – use emergency medications and instructions for use</li> <li>— individual children's emergency medication and medical management plans.</li> </ul> </li> </ul>
<b>Administration of first aid</b>	<ul style="list-style-type: none"> <li>• In any medical emergency an ambulance will be called immediately by the school office staff.</li> <li>• In an anaphylaxis or asthma emergency, the preschool staff will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent authorisation is not required for this.</li> <li>• If emergency medication is administered: <ul style="list-style-type: none"> <li>— an ambulance will be called.</li> <li>— the principal and child's parent or carer will be notified.</li> <li>— a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.</li> </ul> </li> <li>• If a child requires it, they will be administered first aid.</li> <li>• After first aid has been administered, the details will be recorded in an Incident, injury, trauma and illness record. Blank copies of these forms are kept on the shelf above the lockers in the preschool room and are to be completed by the staff member who was the first responder to the incident. All completed records are to be left in the in-tray in the preschool office to be checked (by Preschool Admin) and will be filed in the filing cabinet in the preschool office.</li> <li>• Prior to pick -up a phone call to the family will be made to ensure the parent is informed of the incident. On collecting their child from preschool, the parent or carer will be notified of the circumstances surrounding the administration of first aid to their child and they will be asked to sign the completed <i>Incident, injury,</i></li> </ul>



	<p><i>trauma and illness record</i> as confirmation of this.</p> <p>If the child then sees a medical practitioner in relation to their injury, a notification will be made to Early Learning (phone 1300 083 698) within 24 hours of the preschool staff becoming aware the child was taken for medical attention. If the child is not taken for medical attention, but a reasonable person would have thought they should have been, a notification must still be made.</p> <ul style="list-style-type: none"> <li>If a child suffers a head or bite injury, their parent will be contacted as soon as practical.</li> </ul>
Record of procedure's review	
<b>Date of review</b>	August 30, 2024
<b>Who was involved</b>	Principal, Preschool Staff, Whole-School Staff, Parents
<b>Key changes made and reason why</b>	<p>Location of where folders and first aid kits are stored due to new preschool office lay-out.</p> <p>Updated staff with HLTAID012 qualifications in line with staff changes and updated training.</p> <p>Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.</p>
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: consultation and email</p> <p>Preschool Staff consultation, discussed at staff meeting and email.</p> <p>Whole School Preschool induction and email</p> <p>Parents: via noticeboard in entrance, school newsletter and seesaw app</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed	
<b>Date of review</b>	February 4 2025
<b>Who was involved</b>	Principal, Preschool Staff, Whole-School Staff, Parents
<b>Key changes made and reason why</b>	No changes made
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: consultation and email</p> <p>Preschool Staff consultation, discussed at staff meeting and email.</p> <p>Whole School Preschool induction and email</p> <p>Parents: via noticeboard in entrance, school newsletter and seesaw app</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
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