



# Guliyali Preschool Procedure

## Administration of first aid

Reviewed: 27/03/2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<p><a href="#">Regulation 168 (2)(a)</a></p> <p><a href="#">Regulation 136</a></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</li> </ul> <p>First aid procedures and support tools</p>	Page 30	Woy Woy Public School First Aid Procedure

- Preschool staff will assure parents that all necessary actions will be taken if their child is involved in an accident or emergency. On enrolment, parents are asked for their written authorisation for staff to seek urgent medical and hospital treatment and/or to call an ambulance for their child if needed. Preschool staff have a duty of care to comfort and care for sick and distressed children as well as providing immediate help if required.
- A staff member with a current approved first aid qualification and anaphylaxis and emergency asthma management training will be present and immediately available at all times (regulation 136). In departmental preschools the person with these qualifications may be located in the school but must always be immediately available in an emergency (regulation 136 (2)).
- Mrs Nadene Henderson (Preschool Teacher) and Mrs Rhonda Arnot (SLSO) both possess current approved first-aid, anaphylaxis and asthma qualifications and will be present and immediately available in an emergency at all times. Documentation of these qualifications is situated inside a locked filing cabinet within the Guliyali Preschool office and photographs of each staff member whom possess these qualifications is on the wall mounted first aid kit.
- There are two wall mounted first aid kits inside the classroom and one portable first aid kit. One is mounted to the wall outside the lunchroom to the left and one is mounted to the wall outside the kitchen to the left. The portable first aid kit is in a green box and placed on the outside trolley. The first aid kits are suitably equipped, easily accessible and recognisable. First aid kits are carried on all excursions. Preschool staff regularly monitor supplies and update stock as required and discard and replace out of date stock on a regular basis using the Work, Health and Safety (WHS) checklist.
- Guliyali Preschool has a fully stocked first aid kit that is accessible to all staff but not to children. A cardiopulmonary resuscitation (CPR) chart for adults and children is clearly visible at prominent positions in the preschool both inside and outside.
- All incidents will be documented and stored according to regulatory requirements. A copy of the incident report will be provided to the family as soon as possible; parents notified of any serious incidents; and medical intervention arranged if required. The Nominated Supervisor is notified immediately after the serious incident has occurred.

- The families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.
- In the event of managing a serious incident refer to Guliyali Preschool's Incident, Injury, Trauma and Illness procedure for the appropriate forms to complete e.g. Accident & Illness Report & SI01 Notification of serious incident.

➤ **ONE STAFF MEMBER MAY HOLD ONE OR MORE OF THE FOLLOWING QUALIFICATIONS:**

1. Approved first aid – *Provide First Aid HLTAID003*, mandatory for all DoE nominated first aid officers, meets this requirement. However, *e-Emergency Care* and *Provide CPR*, while mandatory for all DoE employees are not ACECQA approved qualifications.
2. Anaphylaxis management training- the mandatory DoE course *Anaphylaxis e-learning (APTSs)* meets this requirement.
3. Emergency asthma management- the DoE course is not approved, however courses with the following codes are; 30646QLD, 21886VIC, 10392NAT, 22024VIC, 22282VIC

*The course "HLTAID004 Provide an emergency first aid response in an education and care setting" comprises all three qualifications (First-aid, anaphylaxis and asthma) and is approved by ACECQA.*

➤ **HAZARD IDENTIFICATION AND RISK ASSESSMENT:**

- Provide a child-safe environment
- Regularly conduct risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk
- Undertake daily risk assessments in the environment in order to plan safe experiences for children