



ADMINISTRATION OF FIRST AID

PRESCHOOL POLICY

St Joseph's School, Ottoway

Reviewed: Term 1, 2022

Next Review Due: Term 1 2025

PHILOSOPHICAL BASIS

All staff at St. Joseph's Preschool have a primary duty to the children in their care and are required to take positive steps towards maintaining health and safety for all children. Staff and families are to be informed, understand and follow the school's health support procedures as indicated below.

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of a Preschool service where Educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

AIM

At St Joseph's we aim to:

- provide a duty of care to our children and administer First Aid as required
- inform parents when their child has received First Aid at preschool

OBJECTIVES

To ensure the safety and wellbeing of all children, First Aid will be provided when necessary.

Implementation

In the Preschool all staff are trained in First Aid. They administer first aid and maintain and keep secure the contents of the Preschool's first aid kit. All staff are required to complete their Basic Emergency Life Support training every 3 years and deliver basic first aid. The administration of all first aid is recorded in the Preschool Accident Illness and Medication Records. Parents are informed personally at the end of the session if the first aid treatment is deemed minor. Parents or carers are contacted immediately if staff assess that the child requires medical attention or is too unwell to remain at preschool or have any concerns and feel that the parent needs to be aware of the situation.

Any incidence of serious head injury will be reported immediately to the child's parents or carers.

A formal report will also be recorded on the appropriate form for any incidents where students are referred for further medical treatment.

All preschool first aid documentation is maintained and facilities and equipment standards are met.

St. Joseph's first aid facility provides a safe environment for

- first aid treatment
- administration and supervision of treatment, including medication
- storage of medication
- access to health and medical records

If an individual or group is injured on the St. Joseph's Preschool grounds and as a result is admitted to hospital, sustains an injury requiring professional medical attention or a death occurs, the Principal or nominee must immediately ensure that the individual receives medical assistance and then advise the Catholic Education Office, Catholic Church Insurance and Workplace Services as required. A person may include employee, student, visitor or volunteer.

Management is responsible for:

- taking every reasonable precaution to protect children at our preschool from harm and/or hazards that can cause injury
- ensuring that at least one educator is in attendance at all times with current approved first aid qualifications and is immediately available at all times that children are being educated and cared for at preschool. This can be the same person who has anaphylaxis management training and emergency asthma management training
- ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- ensuring that first aid training details are recorded and kept up to date on each staff member's record.
- ensuring there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies
- ensuring that parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the preschool and that details are recorded in the Accident, Illness and Medication Folder
- ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the preschool
- ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- ensuring a resuscitation flow chart is displayed
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes

Supervisor / responsible person will:

- maintain a current approved first aid qualification
- support staff when dealing with a serious incident and/or trauma
- provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards
- provide and maintain a transportable first aid kit that can be taken to excursions and other activities
- monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
- dispose of out-of-date materials and supplies appropriately
- ensure safety signs showing the location of first aid kits are clearly displayed
- ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are

- current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- provide training for the administration of an auto-injector device and document on staff files
- keep up to date with any changes in the procedures for the administration of first aid
- contact families immediately if a child has had a head injury whilst at the Service
- ensure that appropriate documentation is being recorded by the Nominated Supervisor / Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid
- Documentation of the following must be recorded;
 - ✓ name of the child
 - ✓ circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
 - ✓ time and date
 - ✓ details of action taken by the service including any medication administered, first aid provided or
 - medical personnel contacted
 - details of any witnesses
 - names of any person the service notified or attempted to notify, and the time and date of this
 - ✓ signature of the person making the entry, and time and date of this

Educators will:

- implement appropriate first aid procedures when necessary
- maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required
- ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- ensure that the details of any incident requiring the administration of first aid are recorded on the Accident, Illness and Medication Folder
- conduct a risk assessment prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised

Parents will:

- sign service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- provide the required information for the preschool's medication record
- provide written consent (via the enrolment record) for preschool staff to administer first aid and call an ambulance if required
- be contactable, either directly or through emergency contacts listed on the child's enrolment record

First Aid Kit

The Approved Provider of the preschool will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations.

All First Aid Kits at the Service will:

- be suitably equipped.
- not be locked.
- not contain paracetamol.
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the preschool.
- be easily accessible to staff and educators.
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents.
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- a list of the contents of the kit is recorded.
- be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired.
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- be easily recognisable.
- be easy to access and if applicable, located where there is a risk of injury occurring.
- display a photograph of the first aid trained educators along with contact details to assist in the identification process.
- be taken on excursions.
- be maintained in proper condition and the contents restocked as required.

Our First Aid delegated individual responsible for maintaining all First Aid kits at the Preschool is:

FIRST AID OFFICER	
Name	Catherine Crosbie
Role	Preschool Coordinator
Number of First Aid Kits Responsible for at the Service:	2
Additional First Aid Officer:	Melissa Strudwick

These individuals are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each kit has the required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually.

First Aid for Excursions

The Preschool has a list of students with medical conditions and they are required to have this list with them and their Health Forms and Action Plans on excursions

- Preschool teachers ensure that any prescribed medication for children is taken on the excursion, along with a comprehensive first aid kit and a mobile phone
- A Preschool staff member checks that a First Aid Kit and relevant medication for a child with a Medical Action Plan is available on the morning of the excursion
- Preschool staff are required to check that they have all prescribed medications before they leave for their excursion
- one excursion staff member must be identified to co-ordinate the provision of first aid. This person's duties would include:
 - ✓ storage of student medical/health support information in a manner which protects confidentiality, yet ensures availability when needed
 - ✓ documentation of all first aid interventions and completion of accident and injury records
 - ✓ providing availability to and maintenance of first aid supplies
 - ✓ for any serious accidents an ambulance will be called. Principal and parents will be notified.
 - ✓ critical incidents procedures will be followed

Emergency Situations

In the event of a situation being deemed a medical emergency, the Preschool teacher will or instruct a staff member to call 000 to summon an ambulance. The following procedure applies:

- the school Principal is informed & briefed about the incident
- a staff member from the school will direct the ambulance to the Ina Street entrance
- a Preschool staff member will remain with the student at all times
- the staff member or Principal will contact the parent/carers
- if the student has other siblings at the school they are kept informed and reassured
- a debrief is held with the Principal once the emergency has been dealt with and if required counselling is made available to staff concerned
- any major accidents/incidents are recorded in the Catholic Church Insurance School Accident Report Form. A copy is sent to Catholic Church Insurance
- the Critical Incidents Policy procedures will be followed

Appendix A

ANAPHYLAXIS MANAGEMENT

Anaphylaxis is a severe and sometimes sudden allergic reaction which is potentially life threatening. It can occur when a person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis should always be treated as a medical emergency, requiring immediate treatment. Most cases of

anaphylaxis occur after a person is exposed to the allergen to which they are allergic, usually a food, insect sting or medication.

We aim to provide a safe and healthy environment for all children enrolled at the Preschool. We believe in providing children who have anaphylaxis, the ability to participate in the programmed learning activities and experiences ensuring an inclusive environment is upheld.

DESCRIPTION

Anaphylaxis is a severe, rapidly progressing allergic reaction that is potentially life threatening.

The most common allergens in children are:

- peanuts
- eggs
- tree nuts (e.g. cashews)
- cow's milk
- fish and shellfish
- wheat
- soy
- sesame
- certain insect stings (particularly bee stings)

The key to the prevention of anaphylaxis within the Preschool is knowledge of those children who have been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens.

EDUCATING CHILDREN

Educators will talk to children about foods that are safe and unsafe for the anaphylactic child. Staff will talk about signs and symptoms of allergic reactions to children (e.g. itchy, furry, or scratchy throat, itchy or puffy skin, hot, funny).

With children, staff will talk about strategies to avoid exposure to unsafe foods, such as not sharing food that is brought from home.

Preschool educators will include information and discussions about food allergies in the programs they develop for the children, to help children understand about food allergies allergy and encourage empathy, acceptance and inclusion of the allergic child.

ACTION

Children's medical conditions will be provided to all educators at the preschool. It is important that communication is open between families and educators to ensure that appropriate management of anaphylactic reactions is effectively implemented.

The exact location of the auto-injector should be easily identifiable by preschool staff. A copy of the child's medical management plan will also be accessible. It is imperative that all educators follow each individual child's medical management plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

Allergy and Anaphylaxis Australia are contactable for further information to assist Educators to gain and maintain a comprehensive understanding about managing and treating anaphylaxis.

Appendix B

ASTHMA MANAGEMENT

Asthma is a chronic health condition affecting approximately 15% of children. It is one of the most common reasons for childhood admission to hospital. Community education and correct asthma management will assist to minimise the impact of asthma. It is generally accepted that children under the age of six do not have the skills or ability to recognise and manage their own asthma effectively.

We aim to provide a safe and healthy environment for all children enrolled at the Preschool. We believe in providing children with asthma the ability to participate in the programmed learning activities and experiences ensuring an inclusive environment is upheld.

DESCRIPTION

Asthma is clinically defined as a chronic lung disease, which can be controlled but not cured, symptoms include wheezing, shortness of breath, coughing and chest tightness.

Asthma causes three main changes to the airways inside the lungs, and all of these can happen together:

- ✓ the thin layer of muscle within the wall of an airway can contract to make it tighter and narrower – reliever medicines work by relaxing these muscles in the airways.
- ✓ the inside walls of the airways can become swollen, leaving less space inside – preventer medicines work by reducing the inflammation that causes the swelling.
- ✓ mucus can block the inside of the airways – preventer medicines also reduce mucus.

The factors that set off or start symptoms are called triggers. Every person with asthma has a different experience, and everyone may have a different trigger.

Common triggers include

- cold and flu
- dust mites
- smoke
- exercise
- cigarette smoke
- thunderstorms
- pollen

ACTION

Children's medical conditions will be provided to all educators at the Preschool. It is important that communication is open between families and educators to ensure that appropriate management of asthma is effectively implemented.

All staff are able to identify and minimise asthma triggers for children attending the Preschool, where possible. It is imperative that all educators follow each individual child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

Asthma Australia are contactable for further information to assist Educators to gain and maintain a comprehensive understanding about managing and treating asthma.

Appendix C

DIABETES MANAGEMENT

Diabetes in children can be a diagnosis that has a significant impact on families and children. It is imperative that Educators and Staff within the Preschool Service understand the responsibilities of diabetes management.

Our Preschool is committed to providing a safe and healthy environment that is inclusive for all children, staff, visitors and family members.

DESCRIPTION

Type-1 diabetes is an autoimmune condition, which occurs when the immune system damages the insulin producing cells in the pancreas. This condition is treated with insulin replacement via injections or a continuous infusion of insulin via a pump. Without insulin treatment, Type-1 diabetes is life threatening.

Type-2 diabetes occurs when either insulin is not working effectively (insulin resistance) or the pancreas does not produce sufficient insulin (or a combination of both).

A diabetic emergency may result from too much or too little insulin in the blood. There are two types of diabetic emergency.

- Very low blood sugar (hypoglycaemia, usually due to excessive insulin)
- Very high blood sugar (hyperglycaemia, due to insufficient insulin)

The more common emergency is hypoglycaemia. This can result from too much insulin or other medication, not having eaten enough of the correct food, unaccustomed exercise or a missed meal.

The programs delivered at the Preschool are inclusive of children diagnosed with diabetes. Children with diabetes can participate in activities safely and to their full potential.

Meals, snacks and drinks that are appropriate for the child and are in accordance with the child's Diabetes Management plan are available at the Service.

ACTION

Children's medical conditions will be provided to all educators at the Service. It is important that communication is open between families and educators to ensure that appropriate management of diabetes are effectively implemented.

All educators at the Preschool are aware of the strategies to be implemented for the management of diabetes in conjunction with each child's Diabetes Management Plan. It is imperative that all educators follow each individual child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

Diabetes Australia are contactable for further information to assist Educators to gain and maintain a comprehensive understanding about managing and treating diabetes.

Appendix D

EPILEPSY MANAGEMENT

Epilepsy refers to recurring seizures where there is a disruption of normal electrical activity in the brain that can cause momentary lapses of consciousness, or sudden loss of body control. The effects of epilepsy can vary, some children will suffer no adverse effects while epilepsy may impact others greatly. Some children with epilepsy may have absence seizures where they are briefly unconscious. Because the child's brain is still developing, the child, their family and doctor will be discovering more about the condition as they develop.

Our Preschool is committed to providing a safe and healthy environment that is inclusive for all children who have been diagnosed with Epilepsy.

DESCRIPTION

Seizure signs and symptoms may include:

- temporary confusion
- a staring spell
- uncontrollable jerking movements of the legs and arms
- loss of consciousness or awareness
- cognitive or emotional symptoms, such as fear, anxiety or déjà vu

The most important thing to do when working with a child with epilepsy is to get to know the individual child and their condition. All children with epilepsy should have an Epilepsy Management Plan. It is important that all those working with children living with epilepsy have a thorough understanding of the effects of seizures, required medication and appropriate first aid.

ACTION

Children's medical conditions will be provided to all educators at the Preschool. It is important that communication is open between families and educators to ensure that appropriate management of diabetes is effectively implemented.

It is imperative that all educators follow each individual child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

Epilepsy Australia are contactable for further information to assist Educators to gain and maintain a comprehensive understanding about managing and treating epilepsy.

Appendix E

Children who soil themselves

At St Joseph's Preschool we believe that Preschool staff have a duty of care obligation to provide assistance in these infrequent circumstances. If a child soils rarely and unexpectedly (for example, a child who is normally continent has an "accident") every staff member should be ready to assist the child. The Preschool is guided by the principles of the Protective Practices: Developing Positive Caring and Respectful Relationships with Children and Young people safeguarding the emotional and physical wellbeing of children and young people (and minimising disruption to the child's learning). At all times, Preschool staff seek to minimize distress to children and work to uphold the principles of respect, dignity and confidentiality.

Some children have a predictable need for support. These children need a continence care and health support plan. These plans will be developed by the treating health professional and will give information about the reason for the incontinence and best strategies to support continence (where possible) and independence. The support plan will outline how the staff will do this, possibly using a toileting care and learning plan.

In cases where a child has a predictable need for toileting support, the Preschool will request a continence plan and will continue to work with the family to best meet the plan while the child is at Preschool.

In cases when a child rarely and unexpectedly wets or soils themselves a staff member will:

- accompany the child to the toilet or if the child is confident and capable send the child to the toilet to change
- encourage children to change themselves if they are confident and willing to do so and by providing step by step direction if required
- ask parents to provide their child with a change of clothes which stays in the child's school bag
- provide appropriate bathroom items such as clean wipes, plastic bags, gloves
- double bag soiled items
- (when a child soils) contact parents first and offer them the choice to attend the site, collect their child or give permission for the relevant staff to support their child with the appropriate hygiene practices. Parents will be contacted if a child is in distress
- send a note home to notify parents

- know that some children may wish to stay in soiled/wet clothing while a parent is contacted. In this case the request will be respected, kept in confidence and dignity maintained
- manage these situations with minimum of fuss ensuring confidentiality and the child's dignity maintained

Related Documents

- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Critical Incident Policy
- Appendix A – Anaphylaxis Management
- Appendix B – Asthma Management
- Appendix C – Diabetes Management
- Appendix D – Epilepsy Management
- Appendix E – Children who soil themselves

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy

92	Medication record
93	Administration of medication
94	Exception to authorisation requirement-anaphylaxis or asthma emergency
97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168 (2)(a)(iv)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

PRESCHOOL – Administration of First Aid

The School Board reviews and develops policies that take into account our context and recognised regulations and standards.

Preschool Director's Signature: _____ Date: / /

CATHERINE CROSBIE

Preschool Teacher's Signature: _____ Date: / /

MELISSA STRUDWICK

Preschool ESO'S Signature: _____ Date: / /

BRONWYN ROBINSON

Preschool ESO'S Signature: _____ Date: / /

HANH DO

Principal's Signature: _____ Date: / /

SHAUN O'LEARY

Ratified by School Board –

Chairperson's Signature: _____ Date: / /