



# Preschool

St Joseph's Hindmarsh

## Policy

## First Aid



## NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## National Regulations

Reg	90	Medical Conditions Policy
	90(1)(iv)	Medical Conditions Communication Plan
	92	Medical Conditions Policy to be provided to parents
	92	Medication Record
	93	Administration of Medication
	94	Exception to authorisation requirement-anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

## EYLF

LO3	<b>Children are happy, healthy, safe and connected to others.</b>
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.

## AIM

The service and all educators can effectively respond to and manage medical conditions including asthma, epilepsy, diabetes (if required) and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

## RELATED POLICIES

Additional Needs Policy

Administration of Authorised Medication

Medical conditions

## BACKGROUND

First Aid can reserve a life, prevent a condition worsening and promote recovery. St Joseph's Preschool has a duty of care to act to protect the safety, health and wellbeing of the children, educators and staff who access the service.

## POLICY STATEMENT

St Joseph's Preschool Hindmarsh recognises that a first aid response to children or adults suffering from a physical, emotional or psychological condition is a matter of priority and so we will act to ensure all possible assistance is rendered in accordance with state and national legislation. Educators will have the required qualifications and there will be at least one Senior First Aid trained staff present at all times. We will address the administration of first aid by:

- Ensuring that the service meets the Education and Care Services National Regulations and the standards provided in Safe Work SA Approved Code of Practice for First Aid in the Workplace.
- Ensuring that current and up to date information on applicable legislation regarding first aid is held at the service.

- Ensuring that educators employed at the service have and maintain appropriate qualifications in the delivery of first aid, and management of anaphylaxis, asthma and diabetes.
- Ensuring that all educators have access to training to maintain and update their first aid qualifications.

Ensuring that the first aid equipment held at the service meets the regulations as outlined in the Safe Work SA Approved Code of Practice for First Aid in the Workplace and that any specific equipment is also suitable for use with children.

## **IMPLEMENTATION**

### ***General***

- At all times there are educators on duty who hold an approved senior first aid qualification that includes current anaphylaxis and asthma management training.
- St Joseph's Preschool holds a copy of staff's certificates in their staff file
- In all instances, the priority of the educator will be the administration of appropriate and prompt first aid as required, to ensure the safety and wellbeing of the children and educators at St Joseph's Preschool Hindmarsh.
- In the event that a child is injured or falls ill during the session, the designated first aider with consultation with the Responsible Person will determine if the child is too unwell to remain at Preschool. The child will be removed to a quiet area if possible. The designated first aider will contact the family or their emergency contacts to advice of the nature of the illness and that someone needs to collect the child. The designated first aider will inform the child of the family's estimated time of arrival and will remain with the child until the family member arrives.
- In the event of a serious injury or illness, the designated first aider will provide first aid and, if necessary, arrange ambulance transport to the appropriate hospital, as deemed necessary or as indicated in a child's health care plan.

In the event of a serious injury or illness, the designated first aider will ensure that an educator contacts the family/guardian as soon as practicable, to notify them of the incident and ongoing events.

- In the event that a child needs to be transported in an ambulance:
  - If the educator is able to contact the family or emergency contacts and they are able to meet the child at the ambulance's destination immediately, the educator will ensure that all medical information held at the service is provided to ambulance officers, record the destination and contact details of the ambulance and pass this information on to the family as soon as practicable.
  - If the educator is unable to contact any of the emergency contacts for the child, or a family member or the child's emergency contacts are unable to immediately meet the child at the ambulance's destination, an educator will be required to travel in the ambulance to the hospital with the child, along with the child's student information form that is held at the service.
    - The travelling educator will continue to try to contact the emergency contacts until someone can be reached.
    - The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
    - The remaining educators at the service will contact an emergency educator to come to the service to ensure that required educator to child ratios are restored as soon as practicable.
    - The service will cover the cost of transport for the travelling educator to return to the service.
- Staff have a duty of care to call an ambulance in an emergency: this will include instances where a child's health was at risk due to parental delay in collecting the child.
- Staff have a duty of care responsibility to provide first aid and seek emergency support if appropriate: it is the parent's responsibility to follow up medical care and seek advice from a doctor for non-emergency conditions (if a parent continues to be unavailable to collect his/her child when the child is unwell, and does not provide alternative emergency contact details, some services may consider making a notification as the child's wellbeing is at risk.

- Injured or unwell children will not be transported by staff using a personal vehicle except when paramedics instruct the staff to transport a child to meet an ambulance.

### First Aid Documentation

- Minor incidents are to be documented on the 'Minor incident, injury, trauma and illness record' and given to the parent/caregiver upon collection from Preschool.
- Serious incidents are to be documented on the 'Serious incident, injury, trauma and illness record' and given to the parent/caregiver upon collection from Preschool, as well as being reported on the CCI School Accident Report in the front office and the Notification of a Serious Incident Form through ACECQA, within 24 hours of the incident or the time that the person becomes aware of the incident.

### First Aid Kit

- The location of the green first aid kit is in the Preschool cupboard on the main floor.
- In the event of an emergency that exceeds the supplies available at the Preschool, the designated first aider may access the first aid supplies held in the first aid room in the school.
- The Responsible Person must also ensure:
  - The contents of first aid kits comply with the standards as listed in Safe Work SA Approved Code of Practice for First Aid in the Workplace.
  - Sufficient first aid supplies are held at the service at all times
  - First aid kits are checked regularly to ensure supplies are within use-by dates and that the contents of all first aid kits meet the minimum standard as listed in the Approved Code of Practice for First Aid in the Workplace.
  - The current and accurate contact details for an appropriate hospital and other emergency contact information, including the Poisons Hotline (13 11 26) is displayed next to the phone in the Preschool room.

### ROLES AND RESPONSIBILITIES

- In conjunction with the Principal, WHS Officer, the Lead Educator will ensure that all first aid qualifications of educators are current; including anaphylaxis and asthma training, and that documentation is kept on file.
- The lead educator and the ECW working with the children are the designated first aiders for the day. This person/s will be responsible for the administration of all first aid during that day. In the event that the number of people requiring first aid exceeds the ability of the designated first aiders or is of a serious nature, assistance will be requested from first aid staff in the school front office.
- Ensure that the designed first aider is responsible for documenting all first aid given, that it is administered appropriately, and that families are made aware of any incident.
- Ensure that the designated first aiders check the contents of the first aid kits regularly to ensure sufficient supplies remain in the kits and are supplemented accordingly.



Craig Costello  
**Chairperson**

**Dated:** 21<sup>st</sup> March 2023



Marianne Farrugia  
**Principal**

**Dated:** 21<sup>st</sup> March 2023

## SOURCES

Education and Care Services National Law and Regulations  
National Quality Standard  
Early Years Learning Framework

## REVIEW

The policy will be reviewed every three years by:

- Management
- Employees
- Families
- Interested Parties

## REVISION RECORD

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