

Barlu Kurli Preschool Procedure

Administration of first aid

Reviewed: Feb 2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulation 168 (2)(a)</p> <p>Regulation 136</p>	<p><u>Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</u></p> <p><u>First aid procedures and support tools</u></p>		
<p><i>Introduction:</i></p> <p>All school staff must follow the Department’s Student Health in NSW Public Schools policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.</p> <p>Preschool staff who volunteer and are trained can give prescribed medication to children in non-emergency situations.</p> <p>In general, schools and preschools, do not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.</p> <p>In some cases the medical practitioner may prescribe an over-the-counter medication. If so, staff should follow the same procedures as for ‘prescribed medications’. Parents / carer must complete and sign a Request for Administering Prescribed Medication form, These documents can be found in the document folder in the bus bag for use at pick up time.</p> <p>Completed documentation will be safely stored in a locked filing cabinet in the Barlu Kurli Preschool office by ECT or AEO.</p>			

In the case of asthma or anaphylaxis, emergency medication can be administered without parental consent.

Preschool staff complete a DoE online course titled 'e-Administering prescribed medication at school' (eAPMS), available through MyPL.

A photograph of each child who takes regular medication/s are located in obvious, appropriate spaces (for example, staff room and kitchen) and include medical details and emergency procedures.

The following procedures apply to giving medication: -

On arrival, parents give the child's medication to a staff member for safe storage.

All non-emergency medication is to be stored in a locked cupboard or locked container in the refrigerator, out of reach of children.

Medication must be in its original packaging with a pharmacy label which states the child's name, dosage instructions and current use-by date. Medication without this labelling must not be given.

When a staff member administers medication to a child, the staff member records this and another member of staff verifies that the medication was administered as prescribed. The record must include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This is to be made available to parents for verification.

Permission forms to give medication for a prolonged period must be reviewed and updated when there is a change to the medication dosage or frequency.

Administration of prescribed medication can form part of an individual health care plan.

Parents are encouraged to advise if a child is on medication, even when it is not given at the preschool.

All medication forms are to be kept in the school until the child reaches the age of 25 years.

There may be times when emergency medication needs to be given to children in the preschool. This must be documented in the individual healthcare plan (particularly for conditions such as anaphylaxis).

If an emergency occurs, that has not been documented in the emergency response section of the individual healthcare plan, preschool staff will provide a general emergency response which may involve calling an ambulance.

The following procedures apply the administration of first aid;

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)).

All substantively employed long term and regular educators at the Preschool, including ECT, AEO & SLSO will maintain a current ACECQA 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 in a locked filing cabinet within the Barlu Kurli Preschool office and photographs of each staff member whom possess these qualifications on the wall mounted first aid kit.

The first aid kit is wall mounted to the wall of the kitchen and is suitably equipped, easily accessible and recognisable. A first aid kit is kept in the preschool bus bag for travel to and from school daily. 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 DoE Portal referenced Work, Health and Safety (WHS) checklist. Barlu Kurli 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 kept with the first aid kit and also displayed in 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 and all staff refer to Local procedure (2) Incident, injury, illness and trauma for further direction and

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 First Aid in Education and Care Setting HLTAID004 comprises all three qualifications (First-aid, anaphylaxis and asthma) and is approved by ACECQA.

Hazard Identification and Risk Assessment: -

- Provide a child-safe environment - see local procedure (h)
- 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 minimization practices in the environment in order to plan safe experiences for children.

User guide for annual review and updating of this LP - Some points to address are;

- first aid qualifications (see below)
- DoE mandatory first aid training
- who will administer first aid- how and where this is documented in the preschool, ie. name on roster, photo in entrance
- completion of an *incident, injury, trauma or illness* form when first aid needs to be administered
- location and contents of first aid kit(s) and procedure for checking all is in date

Note;

There must always be a *nominated first aider* in attendance on the school site, immediately available in an emergency at all times children are in attendance, with current ACECQA approved **first-aid, anaphylaxis** and **asthma** qualifications.

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