

Rydalmere Public School Preschool Procedure

Administration of first aid

Reviewed: 23 – 3 - 19



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<p><u>Regulation 168 (2)(a)</u></p> <p><u>Regulation 136</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • First aid procedures and support tools 	<p>2.1: Each child's health and physical activity is supported and promoted.</p> <p>2.2: Each child is protected.</p>	

The appointed first aid officers for the school are Sue McKay (office) and Minah Cho (Preschool). They are immediately available in an emergency at all times children are in attendance, with current approved **first-aid, anaphylaxis** and **asthma** qualifications.

In accordance with Departmental requirements the school trains staff each year in CPR and anaphylaxis. Ongoing mandatory online training in anaphylaxis and E-Emergency care is maintained for all staff members.

- The First Aid Kit is located in a marked Kitchen cupboard.
- A first aid kit is also available outside, during outdoor activity time. on the hooks on the yellow school wall just inside the playground gate.
- An Emergency Evacuation Bag, located on the kitchen wall will have any student's current medications and the sign on book placed into the bag as evacuating the building.
- In the event of an emergency, the First Aid Kit and the Emergency Evacuation Bag will be taken by the staff as evacuating.
- First aid kit contents, including epi-pens, are checked at the beginning of each school term to ensure all contents are in date and replenished when needed.
- First aid administrators and location of first aid kits are documented in the Rydalmere Public School First Aid Plan located on the WHS noticeboard, the school server, the school WHS Folder and in the staff Induction Handbook.

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