



LAURA

PRESCHOOL | RURAL CARE

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Administration of first aid policy summary

National Quality Standard Area 2 | Children's health and safety

2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

Department for Education policy documents

R186(2)(a)(iv) is met in the requirements of the Department for Education policy documents below:	
First aid and infection control	First aid and infection control standard
Reporting critical incidents and injuries	Reporting critical incidents and injuries procedure
First aid requirements for specific medical conditions	Supporting children and students with anaphylaxis and severe allergies
	Supporting children and students with asthma
Refer to:	
• Managing health in education and care • First aid in schools and preschools • Incidents, illness and complaints in early childhood services • Critical incidents, injury and hazard management • Incident and Response Management System (IRMS)	

Recording and reporting

- Use the [Incident, injury, trauma and illness record](#) to record children's injuries and notify parents.
- Any injuries that result in medical or dental treatment (including ambulance) OR any incident involving serious injury or trauma to a child which a reasonable person would consider required medical attention from a registered medical practitioner, or for which the child ought reasonably to have attended a hospital, must be reported on IRMS within 12 hours. Preschool Centre educators are to provide the Principal with a description of the injury and how it occurred along with the incident, injury, trauma and illness form so a notification to the Education Standards Board can be made from the IRMS report.

Designated first aiders

- At least one educator with approved first aid, asthma and anaphylaxis qualifications must be present at all times when children are being educated and cared for.
- Minimum training requirements to be completed every 3 years: [HLTAID004 - provide an emergency first aid response in an education and care setting](#) (superseded by HLTAID012) which includes anaphylaxis and asthma first aid training.



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- All employees who are required to hold a first aid qualification should complete [HLTAID001 – provide cardiopulmonary resuscitation \(CPR\)](#) annually.

First aid requirements for excursions

- A portable first aid kit including emergency asthma and anaphylaxis medication should be taken on excursions.

First aid kits

- First aid kits must be readily accessible in an emergency.
- First aid kits must be inspected and replenished at least every 6 months using the [first aid kit contents checklist \(PDF 90.3KB\)](#) provides guidance about the contents and restocking of first aid kits on site.
- First aid equipment must be identified on evacuation diagrams by a white cross on a green background.
- Inductions must include information on first aid provisions, including the [employee first aid medical information form \(PDF 50.0KB\)](#). Employees with a known medical condition that may require first aid assistance should complete the form to enable prompt and appropriate assistance.

Ambulance

- Call 000 if there is doubt about whether a person requires an ambulance.
- In the case of a child, young person or volunteer, payment of ambulance costs is primarily the responsibility of the individual or their caregiver. Where a child, young person or volunteer does not have private ambulance cover, a [request for payment](#) can be made.

Anaphylaxis

- An EpiPen® can be used by anyone in an emergency, including people without any training. Instructions are displayed on each device. A general use EpiPen® may be used for any child, student, staff member or visitor attending the school, preschool or care service.
- Laura Preschool Centre requires two 0.15mg adrenaline autoinjectors, one to remain on-site and one for the excursion bag.
- An ambulance will be called in all cases where adrenaline is administered.
- Education and care services must:
 - [complete a review of adrenaline autoinjectors – HSP322 \(DOC 165 KB\)](#) every 6 months
 - send out an [information sheet for parents \(PDF 165 KB\)](#) to inform parents and guardians of the general use EpiPen®.

Asthma

- The school, preschool or care service must provide and maintain at least two asthma emergency kits. There should be an additional kit for every 300 students. The kits are not for general use. They are for emergencies and as a back-up to reliever medication supplied by parents and caregivers.
- Asthma emergency kits must contain:
 - at least 1 reliever inhaler
 - at least 2 single-person use spacer devices
 - clear asthma first aid instructions, including how to use the medication and spacer devices and steps to be taken in treating an asthma attack
 - a log to track usage of the reliever medication

- stickers to label spacers and masks
 - at least 2 single-person use face masks if the asthma emergency kit is for children under 5.
- Contact the 1800 ASTHMA helpline (1800 278 462) to order replacement spacers or masks, a replacement bag, or find out how to purchase the blue reliever medication for your kit.

Approvals

Status: Current

Version: 0.1

Approved by: Leanne Opperman | Principal, Laura Primary School

Approved by: Ricky Pech | Governing Council, Laura Primary School

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Next review date: 17/06/2028 [Click or tap to enter a date.](#) (3 years from the approved date)