



Education



Farrer Primary School Preschool Unit

Preschool First aid procedure

Regulation 168 and 85

As outlined in the Education Directorate's First Aid General Procedure, all workplaces must have in place a system to deliver first aid services.

The system must include the following five elements:

- First aid facilities and resources;
- Provision of first aid;
- First aid training and induction;
- Reporting; and
- Record keeping.

This document outlines how these elements are enacted at Farrer Primary School Preschool Unit.

First aid facilities and resources

- All Farrer Primary School staff have access to paid first aid training every year.
- To attend excursions, there must be a first aid trained staff member included.
- Two first aid kits are available at preschool. A set of basic supplies is available in the outdoor environment.
- A specialised excursion kit is taken on every excursion.
- First aid supplies are checked regularly and contents disposed of and replaced as needed.
- Signage indicates where first aid supplies are located in the preschool room and staff work area.
- Signage near the first aid / medical area indicates staff trained in first aid.
- ACT Education Directorate forms are used within the preschool setting.

Provision of first aid

- Staff follow procedures for infection control.
- Staff follow processes linked to the administration of medication.
- Staff follow processes to manage risks associated with biohazards and contaminated waste.

First aid training and induction

- Preschool team members engage with programs relevant to Early Childhood Education and Care settings.

Reporting

- Preschool staff complete an *Injury, Trauma and Illness Record (ITIRs)* whenever needed. These documents are shared and signed by children's families. ITI records are filed on children's permanent files stored at the front office.

- As needed, staff follow the [Critical/Non-Critical Incident Management and Reporting Policy](#) and report notifiable incidents to School Operations. This information is then passed on to Children's Education and Care Assurance.
- As needed, staff follow the [Infectious Diseases – Outbreak Procedures and Exclusion Periods Policy](#) and communicable disease outbreaks are reported to School Operations.
- As needed, staff report exposure to blood or body fluid to the Educational Leader / Nominated Supervisor.

Record keeping

- On enrolment, families have the opportunity to provide information about additional medical needs their child may have. This information can be updated at any time.
- All Farrer Primary School families receive and complete a *Medical Information and Consent Form* for each child on a yearly basis.
- Preschool staff work with families to jointly create *Risk Minimisation and Communication Plans* when a child has additional medical or health needs. These plans are kept in the Preschool room, saved digitally and filed on children's permanent files stored at the front office. *Risk Minimisation and Communication Plans* are accompanied by any specific *action plans* which are reviewed as needed.
- Staff use the *Administration of Medication Consent and Record Form* to document the administration of prescription, complementary and over-the-counter medications children may require.

Related policies/procedures:

- [First Aid Policy](#)
- [Medical Conditions Procedure](#)
- [Infectious Diseases – Outbreak Procedures and Exclusions Periods Procedure](#)
- [Critical/Non-Critical Incident Management and Reporting Policy](#)