

**Deakin Preschool – Administration of First Aid**

**Overview**

The Work Health and Safety Act 2011 and the Children (Education and Care Services) National Law (NSW) No 104a, and their associated regulations, provide specific requirements for the provision and management of first aid in the Directorate. Requirements include taking a risk management approach for the provision of, and access to, first aid facilities and resources and numbers of trained first aiders.

Specific requirements regarding first aid training, maintaining first aid records and the management of first aid emergencies are outlined in the Children (Education and Care Services) National Law (NSW) No 104 and the Education and Care Services National Regulations 2011. Further details are available in first aid procedures associated with this policy.

**First Aid Officers**

Deakin Preschool will ensure there are at least two appointed First Aid Officers in the preschool with current nationally recognised qualifications. A register of First Aid officers with current qualifications will be kept by the school.

**First aid officers** are responsible for providing first aid to workers, students, and others in accordance with their qualifications and the first aid policy and procedures.

First aid officers must not administer first aid beyond the level of their qualification.

Before starting to treat a casualty, the first aid officer should receive consent for the treatment unless there is a circumstance where consent can be assumed i.e. the casualty is unconscious, or unable to give consent due to their injuries, or where there is an anaphylaxis or asthma emergency.

A designated first aid officer, who, in the course of their employment, renders first aid assistance to another worker or member of the public, is acting on behalf of the Territory. The Territory will assume liability and meet any damages and legal costs in the event that a claim arises out of the provision of that assistance.

First Aid Officers will record all treatments administered to staff, students or others in a First Aid and Medication Register kept in the preschool room. Any First Aid administered to a child will be recorded and the parent notified by phone or in person.

**First Aid Kits**

First Aid Kits will contain the prescribed contents as outlined in the Education Directorate’s Health and Safety Policy.

A First Aid Officers will be responsible for checking and replenishing First Aid kits at the beginning of each school term or when necessary.  A first Aid station is available in the children’s bathroom in a position only accessible by adults. Two portable First Aid Kits will be kept at the preschool with one being used for excursions.

All staff will be instructed annually in the First Aid procedures at the school, the location of First Aid kits, action plans for students with special medical conditions, the identification and location of First Aid Officers in the school and procedures to be followed when First aid is required.