



MILES FRANKLIN PRIMARY SCHOOL

Achieving Educational Excellence in a Caring Environment

Alderman St Evatt, ACT 2617 – Ph: (02) 6142 2770



Administration of First Aid Procedure at Preschool

Reviewed by: Monique Darragh

Review date: 12/10/23

Next review: 12/10/24

First Aid Officers: Miles Franklin School will ensure there are at least two appointed First Aid Officers in the school with current nationally recognised qualifications and ensure in addition that there are 2 First Aid officers in the Preschool. All staff working in the Preschool are encouraged to obtain current First Aid qualifications. Qualifications are displayed in the centrally located kitchen area.

A register of First Aid officers with current qualifications will be kept in a confidential location on the preschool site. These include:

- a current approved first aid qualification
- current approved anaphylaxis management training
- current approved emergency asthma management training.

First Aid officers are responsible for the initial care of injured staff/students/third parties by rendering care in accordance with their approved training.

First Aid Officers record all treatments administered to students on the Incident, Illness and Incident form. Staff injuries and treatments are recorded onto Riskman located on the ACT Government Access Canberra website.

Student medication is administered by the nominated first aider (with a staff witness) and recorded on the administration of medication form obtained in the medical folder on top of the fridges in the kitchen area.

First Aid Kits will contain the prescribed contents as outlined in Directorate's First Aid Policy: FAP201512.

The First Aid Officers will be responsible for checking and replenishing First Aid kits at the beginning of each school semester or when necessary and this will be cross checked via a checklist. A First Aid Kit will be kept in each of the Preschool rooms (located in the bathroom cupboard/and labelled). A third bag is located on top of the staff fridge (fluro orange) for emergency evacuations and excursions. Children's individual medication will be added as required.



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All staff will be informed annually regarding the First Aid procedures (documentation required) at the Preschool, the location of First Aid kits, location of action plans (medication) for students with medical conditions and the identification of the First Aid Officers at Preschool. This is also part of our staff induction procedures for new staff.

Process for administration of medications at preschool:

- Parent to communicate with First Aid Officer or preschool staff member about the required medication
- First Aid officer or preschool staff member to provide parent with the required Administration Medication Administration Consent Record Form and follow required steps including child's name, date of birth, parent/guardian name, preschool class name, contact phone number, date, name of medication expiry date of medication, reason for use, last dosage given information, administration for the day, name of staff member discussing and checking parent instructions and a signature from the parent
- prior to administering medication, First Aid Officer will ensure the form is checked thoroughly and additionally checked by a second witness
- medication MUST be given in an original **labelled** container with a chemist label stating the child's name and date of birth
- 1st Educator to record details. 2nd Educator to confirm all details and witness administration. Parent/guardian to view administration record and sign at the end of the session. Store on child's student file.
- 1st Educator to show 2nd Educator final record to ensure all signatures are correctly signed
- 1st Educator to deliver the signed record to the front office within a reasonable timeframe
- Front office staff to check all signatures and completion of record prior to filing onto the child's school enrolment record file.

Links to other policies: Incident, injury, trauma, and illness • Providing a child safe environment • Medical conditions

NQS Reference: 2.1.2, 2.2.1, 2.2.2, 3.1.2, 4.1.1, 7.1.2, 7.1.3

Corresponding Regulations: 85, 86, 87, 183, 89, 168, 90, 168 (2)(d), 93, 91,92