



How it Works: First Aid & Sick Bay at Preschool

If a child is unwell:

- The child is placed in a quiet, comfortable area within the preschool whilst staff contact parents

First Aid Procedures at Preschool:

- The First Aid Officers are Lianne and Sharni
- Medications can only be administered with the parent/carer's authority. Forms are available in the Preschool first aid folder.
- All first aid procedures are recorded in the Preschool First Aid Register. The following information is included:
 - Child's name
 - Time they presented
 - Ailment
 - Treatment given
 - Time they left
 - When parent/carers are contacted (immediately in the event of a more serious injury or ailment and in the event of any head injury)
- The first aid officer checks the injured child before they rejoin the class or return to the playground
- If the child is to be taken home, the class teacher is informed and the child is signed out by the parent/carer
- Where necessary an ambulance is called immediately and parents/emergency contact/s are notified

Emergency Treatment Plans

- Children with conditions requiring ongoing treatment or emergency action plans (such as anaphylaxis and asthma) are required to fill out an Emergency Treatment Plan
- A copy of each Emergency Treatment Plan (ETP) is stored in the “Emergency Treatment Plans” folder in the Front Office and a second copy at Preschool in the “Emergency Treatment Plans” folder. The original document is kept on the student’s file
- These ETPs are renewed and updated at the beginning of each school year and families are required to update plans as circumstances change