

**Preschool Procedures** Contents Page

(a) (i) Nutrition, Food and Beverages, Dietary Requirements

(ii) Sun Protection

(iii) Water Safety

(iv) The Administration of First Aid

(b) Incident, Injury, Trauma and Illness

(c) Dealing with Infectious Diseases

(d) Dealing with Medical Conditions

(e) Emergency and Evacuation

(f) Delivery and Collection of Children

(g) Excursions

(h) Providing a Child Safe Environment (including Supervision)

(i) Staffing (including a code of conduct, determining the responsible

person, the participation of volunteers and students on practicums)

(j) Interactions with Children

(k) Enrolment and Orientation

(l) Governance and Management (including confidentiality of records)

(m) The Acceptance and Refusal of Authorisations

(n) Payment of Fees

(o) Dealing with Complaints

**The full DoE policies can be accessed via this link:**

<https://education.nsw.gov.au/policy-library>