



AGNES GOODE KINDERGARTEN/OCCASIONAL CARE

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HEALTH SUPPORT POLICY

Statement

Staff at Agnes Goode are committed to the safety and wellbeing of all children in our Preschool and will provide timely first aid in the event of illness or injury.

First Aid & Accidents

Staff will be certified in Applied First Aid, Anaphylaxis and Asthma Training.

If a child becomes injured or is ill, the staff member with the child will report this to the Director and other staff members as necessary and carry out appropriate action for the wellbeing of the child.

This may involve:

- Appropriate first aid depending on the incident. This is carried out by the staff member who is with the child, or the most appropriate person at the time.
- First aid equipment is kept on the fridge in the kitchen area, and band aids are kept in the cupboard in the kitchen area. First aid kits are also outside in the large shed.
- Accidents and incidents are recorded on a duplicated sheet and copy provided to parent. The parent is advised if necessary immediately and/or otherwise when picking up their child. A note is put on the sign in sheet to advise to see staff. These are checked to ensure parent has been informed of incident, otherwise the parent is telephoned.
- Accident report forms, record the child's name, time and date of incident, what happened, any action taken, e.g. cold pack applied in case of a bump and the staff member involved.
- Parents are advised to phone the centre for further information if required.

For the safety of children and staff, universal procedures are used when handling blood and body fluids. These include the wearing of disposable gloves, safe handling and disposal.

Head injuries are always reported immediately to parents.

According to the seriousness of the illness or injury:

- An ambulance may be called
- Parent contacted and child monitored until collected.
- If parent is unable to be contacted then an adult from emergency contact list will be called.

Routine Health and Personal Care Support

Health Care Plans:

- For children who require specific health care plans, this will be thoroughly discussed with parents on enrolment or when the health needs are reported to the staff. This will be done in collaboration with the Director.
- The required forms will be completed to ensure the safety of the child while at Preschool. These forms will need to be completed and signed by a doctor.
- The child's health care plan will then be displayed on the wall near the kitchen so that all staff are aware of their needs (including relief staff).
- Any day to day allergy and health care issues discussed with the parents are recorded in the Parent Communication Book for all staff to check regularly.

Individual Medication: Children with health plans:

- Medication (Epi Pen), Asthma medication, Allergy medication and health plans will be kept in the child's health care container in the kitchen area with their health plan and photograph displayed in the wall above blue cupboards near the kitchen. Medication for Occasional Care children is kept in the cupboard near oven in kitchen.
- Allergy medication may be kept in refrigerator if necessary.
- All medication to be named and with appropriate dosage.
- Medication logs to be kept with child's health care container.

Personal Care Plans

We will support when required children that need support with daily living skills, including:

- Eating and drinking
- Contenance care

These children also require a health care plan.

Parents are responsible to ensure that the information on all care plans is appropriately updated by their doctor or health care professional.

Medication

- Staff are not permitted to administer a first dose of any medication, in case of a reaction.
- Medication will not be accepted by staff without a medication authority, medical director proforma or letter from the prescribing health professional.
- The DECD Medication Management Guidelines encompasses all medications (prescribed over the counter and alternative therapies, vitamins, minerals and supplements, including mild pain relief or medicated throat lozenges).
- We will administer medication, e.g. antibiotics at lunch time if absolutely necessary as long as the correct forms have been filled in. Forms are available from the Director.
- Under DECD guidelines we are not authorised to stock medication, e.g. paracetamol for general use.
- Medication brought to Preschool must be in the original pharmacist container, with written directions on the label. The child's name and dose must be on the label. Medication must be brought to a staff member to be stored safely. Parents should sign the medication log.
- The staff member giving the medication will record the time and sign the medication log form. Staff members signing will check the dose and time given. One day's medication will be stored at a time.

DO NOT LEAVE MEDICATION (INCLUDING ASTHMA MEDICATION) IN YOUR CHILD'S BAG.

Please refer to www.chess.sa.edu.au Medication Management Frequently Asked Questions for more information.

Contagious Illnesses at Preschool

If children are unwell at preschool, they will be cared for until a parent or emergency contact person can collect them. We expect that children who are unwell will be kept at home, particularly if they have fresh colds or gastric illnesses. Children may return when they are no longer infectious. Please check with your doctor re infectious period as this varies with the type of infection. If in doubt ask Preschool staff who will consult the Department of Education and Children's health resource manuals.

Please do not bring your child to Kindergarten if they have:

- A temperature of 38C or higher
- Been vomiting within the last 24 hours
- Had diarrhoea in last 24 hours.
- A productive cough
- Conjunctivitis
- Coloured nasal mucous
- An undiagnosed rash
- Head Lice (until treated).
- Cold Sores

- Any other infectious disease, e.g. measles, chicken pox etc.

If you are unsure please ring before you bring your child.

In the event of your child becoming ill at Preschool, we will phone you to collect your child. It is therefore very important that you keep us informed of any changes to your phone details.

We will advise parents of any contagious conditions, e.g. measles, chicken pox, etc., that are reported to us from other families. This information will be displayed near the sign in sheet.

Infection Control

Staff will undertake standard worksite precautions including:

- Covering personal cuts and abrasions with a waterproof bandage and ensuring the same has been done for children.
- Using barriers for protection such as wearing gloves during provision of continence care.
- Nappies will be bagged and disposed in the nappy disposal bin.
- Seek advice from health care authorities regarding infection/immunisation protocols.
- Authority to be obtained from parents/carers to check their child for head lice.
- The appropriate advice regarding management will be provided from resources at the Centre.

Below are related documents for further information

<http://www.decd.sa.gov.au/docs/documents/1/InfectiousDiseaseControlP.pdf>

<http://www.decd.sa.gov.au/docs/documents/1/HealthSupportPlanninginEd.pdf>

Agnes Goode Kindergarten Nutrition – Healthy Eating Policy

Agnes Goode Kindergarten – Allergy (and Anaphylaxis) Aware Policy

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AUTHORISED ON BEHALF OF GOVERNING COUNCIL: *K Wiseman, Director*