



HEALTH SUPPORT POLICY

Our site is committed to supporting the health and well being of all our students. It is parent's responsibility to provide accurate, up to date and documented relevant information regarding children's routine and emergency health care needs.

FIRST AID

- The first aid cupboard is located in the cabinet on the wall in the children's bathroom, however a supply of gloves, bandaids, tissues and cotton pads are kept on the kitchen bench by the window. A sharps' box is kept on the cupboard by the exit door in the children's bathroom.
- A portable first aid kit for excursions and outside emergencies is located on top of the microwave in the kitchen.
- The asthma kit is kept on top of the microwave
- The general use/ kindy epipen is kept on top of the microwave
- A non-contact- infrared thermometer(NCIT) is kept on the first aid cupboard in the bathroom. This can only be used by a first aider if a child is showing signs of a fever. If a child has a fever over 38° C, staff will contact a parent or guardian to come and collect the child.
- Medical/ Allergy Information and plans are located in a folder on the kitchen bench by the kettle. The Allergy Buddies with children's medication are hanging next to this cupboard.
- A register for injuries and first aid is kept in the Child Incident and Injury Record Folder. This is located on the shelf by the kitchen and is to be completed as soon as an injury occurs. Major injuries/incidents are to be reported online on IRMS within 12 hours
- The first aid kit contents are checked at the beginning of each year and again midyear.

ROUTINE HEALTH AND PERSONAL CARE SUPPORT

Some children may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents must provide the appropriate medical plans and information from appropriate agencies outlining their child's specific needs. A Health Support agreement and emergency/anaphylaxis risk assessment will be completed in consultation with parents for each child with anaphylaxis or other moderate/severe medical/support issues.

Forms are available for a wide range of health conditions including:

- Asthma
- Diabetes
- Anaphylaxis
- Epilepsy
- General health information
- Allergies
- Toileting
- Special needs

All plans are collated with liaison between parents, treating health professionals and staff. It is the responsibility of the parents and staff to ensure that the appropriate forms are completed and returned to the kindergarten so that the details will be included with each child's enrolment on the Early Years System (a copy will be kept with each child's file). All Medical Health Support Plans will

be appropriately in the Allergy folder by to the Allergy Buddies. BPK has Toileting/Changing and Nappy changing procedures which are available in the policy folder. Anaphylaxis & Allergy Emergency procedures will be practised throughout the year.

MEDICATION

As much as possible we encourage medications (antibiotics etc) to be taken at home and administered by parents or carers. If it is necessary for medication to be administered at Kindergarten, an appropriate medication plan must be provided and signed by the GP to Kindergarten staff. This will then need to be authorised by the Kindy Director and the medication safely stored. **A child cannot be administered a first dose of a new medication at Kindy.**

A Medication Agreement must also be completed by the parent. A Medication Record will be completed as medication is administered according to the child's Medical Plan. This must be witnessed and signed by staff before being attached to the child's page in the Incident and Injury Folder. Parents/caregivers will be informed if this occurs.

- Premeasured dose oral and puffer medication can be administered when necessary according to the child's asthma plan or in an emergency with advice from Ambulance officers. Children's own puffers to be kept in the Allergy Buddy hanging in the kitchen.
- A portable asthma kit for emergencies is kept on top of the microwave in the kitchen.
- Epipens and antihistamine medication can also be administered if required according to the child's anaphylaxis action plan. Also to be stored in the Allergy Buddy. A kindy epipen is also kept on top of the microwave.
- Medication must be provided in the container in which it has been dispensed with the child's name, dosage and date written clearly on this. Expiry dates will be monitored.
- All plans are displayed in the kitchen cupboards above the kettle next to the Allergy Buddy.
- Any other medication which does not need refrigeration will be kept in the Allergy Buddy out of reach of the children.
- All staff have current first aid certificates (HLTAID004) and have been trained how to administer the above medications.
- When administering medications staff will record the dosage, time given, and sign the Medication Record. This is then checked by another staff member before the child takes the medication and this staff member countersigns the form which is kept with the child's records in the Incident and Injury Folder. Parents are to be informed and also to sign this.
- Children are always supervised taking medication
- Please refer to DfE's Medication in Education and care services brochure.

INFECTION AND INFESTATION MANAGEMENT

Standard Precautions are used. Our kindergarten has policies and practices to prevent blood borne infections. Families will be notified about infectious disease outbreaks and the relevant information will be displayed. We require up to date My GOV immunisation records or exemption forms upon your child's enrolment and as they are updated. If necessary, children will be excluded from kindergarten during the incubation time and if at risk of a vaccination preventable disease. The children are taught about safe handling of blood at kindergarten:

- Blood can carry viruses that can make us very sick
- All staff use sterile, disposable gloves and bandaids to manage cuts/blood spills/toileting accidents and adhere to our Toileting and Changing/Nappy Changing procedures
- Gloves are kept in the bathroom, kitchen and all first aid kits
- All cuts/breaks in skin need to be covered with a band aid
- Hygienic practices, including hand washing and regular cleaning/disinfecting of work areas and equipment occur
- We also use safe waste disposal techniques.