

Elizabeth O'Grady Kindergarten Policies & Procedures

10 Charles Sturt Ave Grange SA 5022, 8356 8035

Dealing with Medical Conditions

Any child with significant health issues will be required to have the appropriate forms completed by a doctor prior to the child being left under staff supervision. This ensures the well-being of the child.

ALL children who have ever had asthma need to have an asthma plan completed by the child's Doctor, on file at the kindergarten.

Where a child has been diagnosed as at risk of anaphylaxis:

1. A notice will be displayed in accordance with Regulation [173 (2) (f)]
2. We will implement the Allergy Aware (and Anaphylaxis) checklist for Education and Children's Services.

Parental Responsibilities:

Ensure staff have up to date emergency contact information.

Ensure staff are fully informed of any health issues for your child.

Ensure all details are up to date, documented and where necessary detailed by a doctor (i.e. a medical management plan).

Kindergarten Responsibilities:

When necessary, develop a health support plan with the family to minimise risk to the child

Ensure that all staff and volunteers understand and follow the medical conditions policy

Ensure that all staff and volunteers have access to each child's medical requirements

Childhood Illnesses:

Children must be at home when running a temperature or showing any signs of being unwell, this helps recovery and prevents spread of illnesses.

Children who have had vomiting or diarrhea should be kept at home for 24 hours from time symptoms ceased.

Children with conjunctivitis cannot attend until treated by doctor and discharge from the eyes has ceased.

Children who have been prescribed antibiotics must have had that medication for a minimum of 24 hours prior to attending preschool.

When a child is unwell at kindergarten, (or found to have head lice or conjunctivitis) the parent or emergency contact will be contacted and requested to collect child immediately.

Medication:

Our guidelines require that we have a written **medication authority and associated care instructions to administer all medications**, including prescribed, over the counter (mild pain relief, medicated throat lozenges), vitamins and other supplements.

- Staff can help with some prescribed medication

- when alternate arrangements cannot be made
- when accompanied by a medication authority signed by a doctor
- Pre-measured dose oral & puffer medication can be administered when necessary to children with medication authority forms and care plans.
- "If needed" instructions are not sufficient as staff cannot make a diagnosis.
- Medication must be provided in the container in which it has been dispensed which indicates
 - the child's name
 - the dosage
 - the prescribing Doctor's name
 - the date.
 - written instructions must match label exactly
 - all medication should be provided as a daily dose (or a week's supply at most)
- "1st dose" of any medication cannot be administered by staff.
- Medication must always be given to and in the care of a staff member. It is to be stored in the First Aid cupboard next to the microwave.
- Eye drops, ointments & ear drops cannot be administered by Staff.
- Children will at all times be supervised taking medication.
- When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another staff member before the child takes the medication and this staff member will countersign the form.

First Aid:

A First Aid Kit is kept readily accessible, well stocked and is regularly checked according to DECD specifications. Staff are trained in first aid and undertake regular training updates.

If a child becomes ill or injured, staff will

- administer basic first aid
- call an ambulance if needed
- Inform parent/guardian/emergency contact if any follow up is required.

Staff use safe practices and take standard precautionary measures **at all times**, but in particular when administering first aid, toileting and nappy changing. These are work health and safety requirements as set by the Department for Education to minimise the risk of spreading infections.

Standard Precautions are used

These are particular strategies which reduce the risk of transfer of blood borne infections. They include

- hygienic practices including appropriate hand washing & regular cleaning of work areas and equipment
- blood and body fluids are regarded as potentially infectious and therefore are hazardous
- disposable latex gloves are worn at all times when administering first aid, toileting, changing nappies etc., at all times when contact with blood or body fluids is likely
- appropriate procedures used for the environmental cleaning of blood and body fluid spills (double bagging)

- appropriate procedures used when any person has contact with blood or body fluids
- cuts, grazes, any open wounds will be covered with a waterproof band aid

Gloves are readily available:

- children's' bathroom,
- kitchen
- shed no. 1
- on top of first aid kit

These practices will be modeled by staff and explicitly taught using 'teachable moments' to educate the children and raise their awareness about the safe handling of blood and body fluids.

For example:

- blood can carry viruses that can make us very sick
- it is not safe to handle anyone else's blood, faeces, urine etc.
- latex gloves must be worn when providing first aid where blood is present or any tasks where bodily fluids are present

An Injury Report will be completed for all injuries (in white folder on shelf by kitchen).

Visitors will be informed of this policy, including any new/temporary/relief staff via the Elizabeth O'Grady Kindergarten Induction Procedures.

These practices ensure the well-being of all who use the preschool.

Concluding statement

This policy has been developed by the Governing Council, and will be reviewed and evaluated regularly by both Staff and Governing Council and modified as required to ensure continued relevance for the Centre.

This policy was endorsed by the Governing Council on 01/09/2021

Director: Kellie Holbrook

Chairperson: Alison Macdonald (deputy chair)

Review date: Term 3 2024