

# Administration of First Aid Policy & Procedure

Staff will maintain up to date training in First Aid i.e. a 3 yearly refresher in a DECD approved course, currently HLTAID004 Provide an Emergency First Aid Response in Education and Care Setting. The main First Aid Kit, Emergency Asthma Kit & the portable First Aid Kit is located in the Kitchen on top of the fridge.

## First Aid Procedure:

- Do not move child or pick up child until injury has been assessed.
- Use protective gloves with all bodily fluids dispose of gloves.
- Seek staff support for first aid if necessary.

## If a child needs First Aid:

- Staff member assists child
- Assess injury
- Treat injury
- Notify parent immediately, if necessary
- If injury is beyond staff help and is an emergency – call for ambulance and then call parent

## Record keeping:

- For minor injuries/incidents/illnesses record information in “Accident and first aid records” on top of fridge in kitchen.
- For serious injuries/incidents/illnesses record information on “Incident, injury, trauma & illness record”, parent to fill in where necessary- file in first aid folder (forms and folder in staff room).

## If a staff member needs First Aid:

- Staff to assist staff member, assess & treat injury.
- Staff to seek medical attention.
- If necessary, another staff member to call for ambulance.

## Accident Procedure:

Report any accident or near miss for children and adults to the Director or OHS Representative. All accidents must be recorded on the Injury or Illness Report or Incident, injury, trauma and illness record. Staff will contact an ambulance in an emergency.

Staff will contact parents, and follow first aid procedures.

Children on a health care plan – staff will follow medical procedures.

## **Administration of medication**

- Children’s medication must be delivered to a staff member and be stored securely (in the office, above the fridge or in the fridge where appropriate). It is vital that medication is NOT left in children’s bags/sleep where children may gain access.
- Staff will ensure medication is administered promptly at the prescribed intervals and will use timer where necessary to ensure medication is given at correct times.
- Two staff members must check all medication before being administered to the child. The “Medication Record” form is to be signed by both staff members administering the medication and the staff member who has witnessed and cross-checked that the correct medication and dose has been given.
- Medication that is labelled for another person or is past it’s ‘use by’ date WILL NOT be administered.

Completed Medication Records will be filed in the first aid folder.

## **IRMS**

*In the event of an incident/injury that results or should be expected to result in a visit to a doctor or a serious incident or injury to child/ parents/ volunteers/workers, an IRMS (Incident Response Management System) report is completed on line through DECD Eduportal links as soon as possible by the person in charge, but within 12 hours. Regional Education Director is advised, and documentation of the incident and response recorded. These incidents are also reported to ACEQA regulatory board.*

*-Staff and adult injuries (complete ED155 form) are also documented in the Incident Record folder and an IRMS report completed.  
-The first aid kit and emergency asthma kit are kept stocked and reviewed each term by the ECW. There is a yearly stocktake and supply by a medical supply service. Children’s asthma puffers/ Epipens and Stingose/Antiseptic wipes/Bandaids are stored with the first aid kit.  
-Mandated Report regarding abuse or neglect resulting in injury is filed if applicable. Police contacted if applicable.  
-Staff and children are debriefed after First Aid incident if necessary. In case of serious incident, counselling is offered to all parties.*

**REVIEWED: 7/6/17**

# Dealing with infectious diseases Policy & Procedure

## **Aims:**

Children's exposure to infectious diseases will be minimised by:

- Our service following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases;
- Promotion of practices that reduce the transmission of infection;
- The exclusion of sick children and staff;
- Service support for child immunisation; and
- Implementation of effective hand washing procedures.

## **Procedure:**

- Children are not to attend Kindergarten when unwell, e.g. cold, raised temperature, gastro, pale, lethargic or cough.
- Parents are to notify the Kindergarten if their child is to be absent.
- Parents are to keep their child at home until well or a Doctor has given the all clear to attend Kindergarten. Please keep your child away from Kindergarten for at least 48 hours after vomiting or diarrhoea episodes to prevent the spread of infection.
- When a child shows symptoms of illness whilst at Kindergarten, staff will care for them and contact the parent or emergency contact number.
- If there is an infectious disease at Kalangadoo Kindergarten, the staff will ensure that reasonable steps are taken to prevent the spread of the infectious disease at the service.
- Infectious disease notification signs will be displayed.

## ***Educators will:***

- Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times;
- Implement appropriate health and safety procedures, when tending to ill children;
- Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child's comfort;
- Advise families that they will need to alert the service if their child is diagnosed with an Infectious Illness;
- Maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status;
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice;

**Kalangadoo Kindergarten will:**

- Ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority.
- Ensure that children are reasonably protected from harm by working with the Nominated Supervisor and Educators on developing, implementing and reviewing policy that will guide health and safety procedures within the service; and
- Collect, maintain, and store appropriately the required enrolment documents and enrolment information of children in the service.
- Maintaining a hygienic environment;
- Providing families with relevant infectious diseases, health and hygiene information;
- Guiding children's understanding of health and hygiene throughout the daily program;
- Ensuring staff are aware of relevant immunisation guidelines for children and themselves; and
- Maintaining relevant records regarding the status of the immunisation children at the service, as well as any relevant medical conditions of children at the service.

*Provide relevant sourced materials to families about:*

- Exclusion guidelines for children that are not immunised or have not yet received all of their immunisations in the event of an infectious illness at the service, upon induction at the service;
- Advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the service; and
- Provide information to families as soon as practicable of the occurrence of an infectious disease that describe the: nature of illness; incubation period; and infectious and exclusion periods. Notification of outbreaks will be via notes, newsletters, text messages or other similar means.

This information will be sourced from a reliable source such as, "You've got what" (SA Health)

*Exclusion period*

When children come into contact with or contract an infectious disease or infestation, there is a minimum recommended period they should stay away from childcare, preschool or school. The SA Health exclusion from childcare, preschool or school and work page has a full list of infectious diseases that may require children or adults to stay at home and recommends if a period for exclusion is required from childcare, preschool or school.

**REVIEWED: 2/6/17**

# Wellbeing Policy & Procedure

*National Quality Standard 5.1, 5.2*

At Kalangadoo Kindergarten

## **Educators will:**

- Plan for a positive learning environment that promotes belonging, being and becoming and provides opportunities for high levels of engagement and learning through play
- Providing an enriching and engaging play based program that enables each child to experience success, a sense of wellbeing and gives opportunities for children to express their feelings through play.
- Be positive by recognising the individual's rights and needs and by fostering confidence and self-esteem in children.
- Using positive verbal and non-verbal language
- Recognise and encourage appropriate behaviour
- Be consistent in providing clear limits and guidelines
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour encouraging them to develop empathy and understanding, self- respect, self-discipline and self-control
- Act as good role models and teach communication and problem solving skills to children
- Have realistic expectations and take into account children's different developmental stages, cultures and learning needs and use strategies to support positive behaviour that suit the individual child
- Involve children in the development of understanding of expectations and guidelines
- Intervene positively to teach respectful behaviour, relationship skills and to keep children safe
- Encouraging open communication with children, families and educators to ensure that each child's rights are met

## **At Kalangadoo Kindergarten children have the right to:**

- Be safe, relaxed and happy
- Become confident, fair and assertive and respectful of others
- Share and be kind
- Show initiative
- Take risks and solve problems with or without adult support
- Be able to communicate with others effectively
- Be able to express feelings, wants and needs
- Be able to work together cooperatively to develop behaviour guidelines
- Take responsibility for their own actions

## **Families will:**

- Be made aware of the wellbeing policy
- Work with staff to support children's learning about their behaviour
- Be kept informed about our behaviour guidelines and expectations
- Be partners in their child's learning and development
- Governing Council will be involved in each review of the Wellbeing policy
- Parents will be given a copy of the policy if it changes

## **Educators will respond to challenging behaviours by:**

1. Observing for an appropriate period of time and think carefully about a course of action and support
2. Offering choices and reminders about safe and appropriate behaviour
3. Redirect the child or children, helping them to communicate and collaborate about what is happening
4. Talking about how to solve problems or develop strategies with children using open-ended questioning to gain solutions

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