

Melaleuca Park Kindergarten Health Policy

Every child has the right to feel safe and secure within their environment. The physical safety of the children is one of the important responsibilities of the centre. The Centre has Health and Safety Policies which, as a user of the Centre, you will need to follow.

The Centre Management recognises that any person employed to care for children is in the most special position of trust.

The practice of good hygiene by both staff and children is seen as an integral part of the children's education and the Centre's programme.

All staff is aware of a daily health and hygiene, which includes:

- a. A prompt and strict routine for the changing of nappies and soiled clothing (e.g. disposable gloves are used when changing nappies)
- b. Encouraging hand washing at appropriate times (e.g. after toileting, before meals)
- c. Disinfecting toilet/changing areas regularly during the day.
- d. An ongoing education programme for the children about health and hygiene (e.g. why we wash our hands, clean our teeth, eat healthy food)

The practise of safe play and habits will be promoted and the Governing Council is committed to the maintenance of the equipment, toys and buildings. The safety aspect of toys and equipment will be a primary concern when making purchasing decisions. Toys and equipment are cleaned and checked frequently.

Immunisation: We encourage parents to have children up to date with their immunisation, for the safety of themselves, other children, parents and staff. Please notify the Centre when your child has had their updates. If you choose not to have your child/ren immunised, we would like you to advise the Director of this. If you have not immunised and we have an outbreak of a communicable disease you will be asked to remove your child from the centre until the risk of infection has passed.

Accidents: Children are no left unattended either inside or outside. Every effort is made to prevent accidents, however, should an accident occur the staff will take appropriate action, according to the Centre's policies. An accident report form is kept in each room, showing details of the date, time, and nature of the accident. This report must be read and signed by the person collecting the child.

Illness: When your child is ill, every effort is made to notify the parent/guardian or emergency contact people. In some instances, a child may be required to be collected. This will be advised in consultation with the Director. If immediate medical attention is required and the parent/guardian or emergency contact people are not available an ambulance will be called.

Ambulance: Should an ambulance be required, every effort will be made to contact the parents/guardians or emergence contact people. All ambulance fees are the responsibility of the parent.

Notification of Illness: In the communicable diseases, a notice will be displayed on the foyer notice board.

Medical Fees: The Centre is not responsible or liable for any medical fees or other costs which may arise from medical treatment sought whilst the child is at the Centre, or as a result of the child being at the Centre.

Parents have been asked to provide their Medicare number on the enrolment form, to cover the above instances.

Parents are asked to be equally concerned in maintaining high health standards, and observe the following points:

For the safety of other children, as well as your own, please do not bring a sick child to the Centre. Keep your child home for the recommended time for communicable diseases. (See exclusion policy)

If children have illnesses which are infectious or contagious, or if they are unwell, they are to be withdrawn from the Centre. This Centre does not have the facilities to look after sick children.

Please notify the Director if your child has any contagious illnesses, and be aware of the speed with which such illnesses such as Conjunctivitis and Upper Respiratory Tract Infection (URTI) can spread.

Please ensure that the Centre has been advised and is up to date with any allergies your child may have to food, medicines, creams etc. (refer to Enrolment Form)

The Centre is a totally smoke free environment.

Exclusion of Sick Children and Staff Policy

Sometimes children and adults need to be away from the Centre for the safety of others.

Excluding children and staff is an important way of preventing the introduction of infection into the Centre.

The Centre follows 5th Edition 2012 Staying Healthy Preventing infectious diseases in early childhood education and care services by the Australian Government National health and medical Research Council. For further information about specific exclusion periods please speak to the Team Leaders or the Director.

Medical Conditions Policy

Aim:

This policy has been devised to ensure the appropriate management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

The nominated supervisor, staff and volunteers of Melaleuca Park Kindergarten will be informed of any practices in relations to managing the above conditions.

(Taken from Clause 90 of the Education and Care Services National Regulation)

Implementation:

Upon enrolment, families are required to complete questions regarding their child's health. In particular the following is included:

Does your child have any known allergies? If yes please list below and provide an allergy management plan:

Has the child any disabilities or medical conditions? If yes please provide a medical condition management plan to the centre.

Does your child have asthma, epilepsy or diabetes? If yes please provide a management plan to the centre:

The nominated supervisor, staff and volunteers of the service must be aware of any medical conditions of any child enrolled at the centre. They must also be aware of the medical management plan that will need to be followed in the event of an accident relating to the child's specific health care need, allergy or relevant medical condition. Upon enrolment

parents will be provided with the relevant medical conditions action plans and these are to be filled out by a health practitioner prior to the child commencing at the centre. A child can't commence at the centre if they have a medical condition unless they have the necessary medical condition forms provided.

We will provide a copy of the Medical Conditions Policy upon enrolment to all families with a child identified with a medical condition. We will ensure that at all times of operation of the licensed space that at least one member of the staff team has recognised asthma, anaphylaxis and first aid training.

A medical condition plan may include the following a modified diet care plan, asthma care plan, medical information, a medical condition plan or individual first aid plan. Medical Condition Plan will:

- ☐ Identify the child's medical condition and a description of the condition.
- ☐ First aid to administer if the condition occurs at the centre.
- ☐ Practices and procedures to ensure parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk (if relevant)

Parents will be informed that the child will be unable to attend the service without the correct and in date medication prescribed by the child's practitioner in relation to the child's specific health care need, allergy of relevant medical condition.

All staff and volunteers of the centre will be shown where the medical management plans for all children who have a specific health care need, allergy relevant medical condition plans for the child. The folder will also include a copy of the medical conditions policy. Staff, students and volunteers will be informed of these folders and their locations. All medication, allergy and medical conditions need to be reviewed on an annual basis by a medical practitioner. This service currently does not permit the self-administration of medication by children.

Medication Policy

AIM

On occasion it is necessary to administer medication to children in care. It is imperative that this is carried out accurately and in accordance with licensing regulations.

1. The medication must be prescribed by a registered health care provider and contained in the original container stating the name of the medication, date of dispense, date of expiry, child's name, dosage, frequency and route of administration.
2. A Medication Plan must be completed by a registered health care provider for all medications (this includes: antibiotics, teething gel, nappy cream, paracetamol, demazin etc.) The plan can cover a period of up to twelve months and must state the medication name and dosage amount.
3. All details on the centre Medication Form (this is in addition to the Medication Plan) must be filled in by the child's parent/guardian. This form must be filled in accurately and completed or medication cannot be given. In addition, staff should be notified verbally or via communication sheet that medication is to be given.
4. Written and signed permission must be given by guardians for all medication. Verbal permission will not be accepted.

5. Any medication which specifies "3 times daily" will be administered 6 hourly intervals. (i.e. at least 6 hours between doses).
6. All medication must be placed in the medication box located in the children's room in either the store room or locked cupboard. Medication that needs to be refrigerated must be placed in the kitchen fridge. Under no circumstances should any medication be left in a child's bag.
7. The centre will only administer prescribed paracetamol with written confirmation (Medication Plan) from the child's registered health care provider. The plan can cover a period of up to twelve months and must state the medication name and dosage amount.
8. The medication container must have the name of the child and the dosage specified on the label. Staff will not administer a dosage which exceeds that specified on the label unless an authorisation is received. Siblings taking the same medication must have a letter from a registered health care provider stating exact dosage and times.
9. Special medical needs (e.g. asthma and convulsions) shall be discussed with the Director. An Action Plan signed by the Medical Provider will be requested by the Director. Parents may choose to keep medication at the Centre in the case of known conditions and allergies (e.g. bee stings, asthma), or bring it with their child each day. Action Plans will be reviewed periodically according to the Medical Providers instruction.
10. A child should not have the first dose of any medication at child care – if this is necessary, the parent will need to stay with the child at child care for at least 30 minutes after to be sure of no reaction.
11. In the case of a child's health deteriorating or a child's temperature reaching or exceeding 38 degrees, the centre will contact the emergency contacts and the child is to be picked up as soon as possible. While staff awaits collection, they will make the child as comfortable as possible and offer them reassurance and as much extra care as possible. In the case of high temperature staff will undress to allow for cooling (avoiding fans and draughts) and give them frequent sips of clear fluid.
12. **All medication will be checked by two staff members before being administered, one of these staff will be a qualified staff member.**
Both staff is to check that the right child is receiving the correct medication and dosage at the correct time. Both staff must sign the medication form immediately after administering the medication.

It is imperative that the centre be kept informed of any medical conditions that the child has or develops.

We believe that the best place for children when they are unwell is at home. It is generally recognised that if a child is too ill to participate in normal activities without additional care from staff, that child should probably not be at child care and the centre will use its discretion in regard to exclusion.