

## Health and safety

To follow best practice we all need to be aware of and practice universal precautions and teach this to the children so it becomes an everyday routine for them and their families.

Staff members are currently trained in one or more of the following health areas.

- First Aid
- HIV/Aids/Hepatitis
- Universal precautions – safety for all     Asthma First Aid
- Anaphylactic Shock – Bee/Wasp/Allergy – administering EPIPEN

## Administration of first aid, inclusive of injury, incident, trauma & illness

The person administering first aid will follow first aid procedures by:

1. Using disposable gloves
2. Cleaning wound with water
3. Covering cut with band aid, if appropriate.
4. Placing contaminated wipes and disposable gloves in a plastic bag, seal and dispose of
5. Wash hands thoroughly with soap and water after treatment.
6. Notifying parents immediately if the injury is serious. General cuts and scratches, parents / carers will be informed when collecting child. If applicable, Bus families will receive a written note explaining the details.
7. Record all accidents in Accident Report folder. Serious accidents need to be recorded according to DECD policies and procedures within 12 hours. For instance reporting via Injury Reporting Management System (IRMS) via DECD Portal and ACECQA State Office regulators.

## Blood spills & body fluids – includes changing of clothes / nappy change procedures

If an accident occurs and there is a blood spill or body fluid the following procedure will be followed.

1. Use disposable gloves
2. Ask child if they need your help. Assist child with general cleaning and dry clothes. All soiled clothing to be placed in plastic bag and sealed
3. Clean surface with paper towels, firstly with detergent and water, then disinfect with appropriate disinfectant.
4. Place contaminated material, including gloves in a plastic bag, seal and dispose of in a safe manner.
5. Staff to wash hands thoroughly with liquid soap and water.
6. Staff to complete 'Changing Children's Clothing' sheet located in the cupboard and have it counter signed by another staff member. Staff, where possible, will discuss with the parent/caregiver and provide feedback on the incident.

## Needles and syringes

Unfortunately these can be found in parks, beaches or any general areas used by the children and their families.

1. STOP
2. STEP BACK 5 paces
3. Tell an adult

4. ADULTS to use disposable gloves
5. Use 'sharps' container or hard screw top cordial bottle / soft drink bottle, and tongs
6. \*\*\* Do not try to recap needle
7. Place 'sharps' container close to syringe and needle and slide it in with the tongs.
8. Seal container and dispose of safely – Mount Barker Kindergarten & Outreach has a 'sharps' disposal container
9. Remove gloves and wash hands thoroughly with soap and water.

## **Asthma first aid**

1. The parent(s)/carer(s) of any child(ren) attending the centre who have asthma to ANY degree must fill out an asthma first aid form.
2. We have an emergency asthma pack with a ventolin inhaler and disposable spacer, this will only be used in an emergency by staff. Parents will need to cover the cost of replacement of spacer.
3. Parents may leave their child's asthma medication at the centre when they attend if necessary

## **Location of first aid box**

In kitchen area, adjacent to micro wave; attached to wall.

## **Hot drink policy**

For safety reasons hot drinks may ONLY be consumed in "travel mugs" WITH A LID during session times, during Playgroup or when children are present in the kindergarten environs. The kindergarten will provide a supply of travel mugs with a lid for staff and parents to use whilst at kindergarten.

## **Ambulance**

In a medical emergency/accident scenario an ambulance will be contacted when:

After staff has applied and followed first aid procedures and has determined further urgent treatment is required i.e child is unconscious and/or has just been administered with an EPIPEN due to experiencing an anaphylactic shock. In these situations an ambulance will be contacted in the first instance, then immediately after parents will be contacted.

In all other accident/medical situations parents will be contacted in the first instance AND consulted to determine the need for an ambulance.

Although it is rare for a kindergarten to contact an ambulance, it can occur and therefore it is advisable that families consider and/or action appropriate medical insurance to cover the cost of their child being transported by ambulance in an emergency.

## **Administering medication to children**

Prior to any form of medication (including analgesics ie panadol etc) being administered by staff to children either on a regular or one off basis, a signed consent form outlining dosage, times etc needs to be completed by the parent AND a doctor.

All medication administered must be recorded and signed by parent(s) and staff.

## **Medical/health care plans**

If your child has a medical conditions please advise kindergarten staff. A Medical Health Care plan will need to be in operation and signed by you and your Doctor.

Any child who may require hospitalization due to a known illness or condition must have a Health Care Plan completed upon enrolment to ensure everyone's responsibilities are clearly defined. See a staff member if you have any further queries.

## Infectious diseases

In the interests of each child's health and safety infectious diseases within the kindergarten must be controlled. Infectious diseases are illnesses caused by the spread of germs. Exclusion periods from kindergarten may apply. Exclusion periods will be determined by reference to the Government of SA Health publication 'Yo u' ve G ot Wh at - 4th Edition'

If your child is unwell please support in minimising the spread of infection by keeping your child home. If your child becomes unwell during kindergarten, parent(s) will be contacted and arrangements to collect the child will need to be made.

As of 2017 we are also required to sight your child's Immunisation Records to ensure Immunisations are up to date.

Reviewed Feb 2017

Next review Feb 2018