

Munno Para Kindergarten Medical Policy

If a child presents at Munno Para Kindergarten with a relevant medical condition the following procedures will occur:

1. Parent must provide a completed HSP151 form before medication can be administered
2. Parent must supply the medications with a pharmacy label identifying the child and the dosage required
3. Staff will complete an administering medication form with date, time, dosage in front of a witness
4. Medication will be checked by 2 staff members
5. Medication will be administered and signed off by both staff members

If a child presents at Munno Para Kindergarten with continence issues the following procedure will occur

1. The parent and a treating medical professional must complete and sign a HSP230 Continence Care Plan
2. Educators in conjunction with parent will complete a HSP233 Toileting Care and Learning Plan

If a child presents at Munno Para Kindergarten with a Health or Personal Care Need (see HSP 120 for a list of needs) the following procedures will occur:

1. The parent in conjunction with a staff member will complete a HSP120 Health Support Agreement
2. A HSP121 Safety and Risk Management Plan must also be completed

Following these procedures all documentation will be:

1. A copy will be kept with the child's enrolment
2. A copy will be kept in the medical folder located in the kitchen
3. A photo of the child with the medical condition will be put on the window in the kitchen