



HEALTH SUPPORT

Staff are committed to safety and wellbeing of all children in our centre and will provide timely first aid in the event of illness or injury.

FIRST AID

- All staff are trained to administer basic first aid.
- If a child becomes ill or injured, this **MUST** be reported to the director.
- The first aid equipment is located in the kitchen.
- The child's individual's medication is kept sealed in a box with their name on it.
- In the event of an injury or illness the child should be treated by the nearest available adult using the basic first aid kit or following the child's individual health plan.
- The incident will be recorded as per the injury or illness home report slip and also recorded for site records. The treating staff member and parent will both sign. Parent will be given a copy of report.
- According to the seriousness of the illness or injury, an ambulance may be called by the director, the parent contacted and the child monitored until collected.
- If a parent is not contactable, then an adult from the child's emergency list will be called.

ALL HEAD INJURIES MUST BE REPORTED TO PARENT/CARER BY PHONE AND A WRITTEN NOTE.

Excursions

- Prior to excursions staff must undertake risk assessment to identify and inform first aid and emergency procedures.
- The following need to be taken on excursion:
 1. First aid kits [including asthma kits]
 2. Learners health support plans and personal medication
 3. Mobile phone

ROUTINE HEALTH AND PERSONAL CARE SUPPORT

Health Care Plans

Some students may require assistance with routine or emergency health needs. These children must have a health care plan. Copies are available from the director. Health conditions include Epilepsy, Asthma, and Anaphylaxis.

Personal Care Plan

Some children also require support with daily living skills, including:

- Eating and drinking
- Continence care

Health Support Policy Continued

It is the responsibility of parents to ensure that the information on all care plans is completed and appropriately updated by a health care professional.

Staff will work with parents to develop a plan that will outline procedures to be followed on site in order to meet individual goals, eg toilet timing.

Individual Health Care Plans and Personal Care Plans are located on kitchen shelves. .

MEDICATION

- As much as possible, we encourage students to take medication outside of kindergarten hours. For example, if medication needs to be taken 3 times a day; can be taken in the morning [before kindergarten], afternoon, [straight after kindergarten] and at bedtime.
- Under DECS guidelines the school is not authorised to stock medication [e.g. paracetamol] on premises for general use.
- If the child needs to have regular medication, a form, available from the director, must be signed by the health care professional.
- Medication brought to kindergarten must be in the original pharmacist container, with written directions on the label
- The child's name **must** be on the label.
- Medication must be brought to a staff member to be stored in the first aid cupboard.
- Medication will be stored in sealed clear plastic containers reserved for individual children in a child safe cupboard.
- The staff member giving the medication will record the time and the sign medication log form. This will also be signed by the parent.
- Only one day's worth of medication will be stored at a time.

INFECTION AND INFESTATION MANAGEMENT

Staff undertake standard worksite precautions including.

- Covering personal cuts and abrasions with a waterproof bandage and ensuring the same has been done for the children.
- Using barriers for protection such as wearing gloves during provision of continence care.
- Nappies will be double bagged before disposal.
- Heavily soiled clothes will be double bagged then placed in a sealed bucket reserved for this purpose. A note will be placed in child's pocket informing parents of incident and asking them to contact staff.

Additional precautions include:

- Seeking advice from health authorities regarding infection/ immunisation protocols.
- Authority to be obtained from parents /carers in managing an infestation eg. Inspection of head lice.