

MANOR FARM KINDERGARTEN



SICK CHILDREN POLICY

Rationale:

- The Manor Farm Kindergarten promotes a safe learning environment that protects the welfare of our children, families and staff.
- Links to National Quality Standards:
 - 2.1 Each child's health is promoted.
 - 2.1.1 Each child's health needs are supported.
 - 2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.

Parents will:

- **keep their child home if they present with:**
 - 'Green runny noses' (green mucus is infectious)
 - Influenza and influenza like illnesses
 - Earache
 - Bladder infections
 - Vomiting (within the last 24 hours)
 - Diarrhoea (within the last 24 hours)
 - Conjunctivitis
 - Head lice (until treated)
 - Headache
 - Skin conditions (requiring application of cream during session times)
 - Illness that requires antibiotics
- **Inform staff if their child:**
 - has been diagnosed with an infectious disease (please ask the doctor for exclusion period)
 - has any medical conditions or allergies
- **Supply a care plan when necessary**
 - such as Asthma care plan, Anaphylaxis first aid plan, Diabetes care plan (these need to be completed by the doctor, copies of the plans can be obtained from the centre)

The educators will:

- Contact parents (or emergency contact) if a child develops any of the conditions previously listed, to request the collection of the child.
- Exercise their responsibility for the wellbeing of all children, which may include a request to exclude a child who we suspect is not well enough to attend kindergarten. (Staff will make this decision based on information within this policy, DECD policies or medical advice).

The educators will NOT:

- Give children medication, including pain relievers, other than for long term conditions where a medication plan is provided by a doctor.
- Exclude children from play areas (such as the outside play) based on parent requests, as it is unfeasible for staff to continually monitor or supervise such requests.

The director will:

- take on the responsibility of making parents aware of the policy, by distributing it to new and existing families via the newsletter, parent information board or site website.
- Work with families whose children have long term conditions that require medication (with the verification of a doctor).

References

- National Quality Standards
- Infection Control Procedure (DfE)
- Staying Healthy (Preventing infectious diseases in early childhood education and care services)
- You've got what? (Prevention and control of notifiable and other infectious diseases in children and adults- SA Health)
- Infectious diseases in children (Tara Walker)
- Health support planning in schools, preschools and childcare centres (DfE)

Glossary of terms

- DfE: Department for Education

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ASTHMA MANAGEMENT PROCEDURE

Rationale:

- The Manor Farm Kindergarten promotes a safe learning environment that protects the welfare of our children, families and staff.
- Links to National Quality Standards:
 - 2.1 Each child's health is promoted.
 - 2.1.1 Each child's health needs are supported.

Considerations:

- Staff at the Manor Farm Kindergarten are trained in First Aid (Basic Emergency Life Support) which includes Asthma management and first aid. They have been trained in administering reliever medication via puffer with a spacer.
- Staff update their training regularly, within a timeframe specified by the Department for Education.
- If a child has NOT been diagnosed with Asthma, but presents with Asthma like symptoms, staff will administer Ventolin via the centre's puffer and spacer, as part of their first aid response.

Parents will:

- Provide comprehensive information on enrolment about their child's asthma condition, including triggers and management.
- Supply the centre with an Asthma Care Plan, completed by a doctor.
The Asthma Care plan details strategies and first aid responses, for the staff to follow.
- Supply the centre with the reliever medication (eg Ventolin), together with a spacer.
This can be kept at the centre or brought in daily.
- The reliever medication needs to be within the expiry date and delivered in the pharmacy labelled original container in which it was dispensed.
- Asthma medication is to be placed in a designated cupboard in the office and must NOT be left in a child's bag.

Educators will:

- Have a system in place to make relevant staff informed of children who need to be monitored for Asthma related symptoms.
- Ensure all medication is stored appropriately in a secure, but easily accessible location (ie office cupboard).
- Follow the student's Care Plan in the event he/she displays asthma related symptoms.
- Maintain a medication log and inform families of how and when the asthma medication was administered to the child.
- Ensure that staff members who supervise medication administration are responsible for the relevant record keeping.
- Plan thoroughly for excursions and outings, liaising with families, to ensure Asthma medication is handled and administered appropriately during these events.
- Enact first aid emergency procedures, in line with their training, in case a child is having an asthma attack and is not adequately responding to their Asthma medication. This may include calling an ambulance, or administering CPR.
- Contact parents (or emergency contact) to inform them of this, as soon as possible.

The director will:

- Take on the responsibility of ensuring that appropriate and relevant documentation is completed ie Health Support Agreement (also referred to as Communication Plan) and Safety and Risk Management Plan (also referred to as Risk Minimisation Plan).
- Take on the responsibility of making parents aware of this procedure on enrolment, or as the need arises.
- Complete an Incident and Response Management System report to notify relevant authorities (in case of an emergency).

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SMOKE FREE POLICY

Aim:

- To protect the health of all children, educators and visitors, from the involuntary inhalation of tobacco smoke (passive smoking).
- Links to National Quality Standards:
 - 2.1 Each child's health is supported.
 - 2.2 Each child is protected.

Parents and visitors will NOT:

- Smoke on the Kindergarten premises, and within 10 meters of the sites' perimeter.
- Smoke during Kindergarten activities, such as excursions and family events/ celebrations.

The educators will:

- Adhere to the no smoking guidelines.
- Make persons who breach the policy aware of its content. If the breach continues, the person may be asked to leave the premises and the breach will be reported to the Director.

The director will:

- Take on the responsibility of making parents aware of the policy, by distributing it to new and existing families via the newsletter, parent information noticeboard or the website.
- Ensure clear signage is displayed prominently at the centre.
- Liaise with DfE or other authorities, in case a person continues to breach this policy.

References

- National Quality Standards
- DfE Smoke-free Policy
- Work Health and Safety Act 2012

Glossary of terms

- DfE: Department for Education