

Child Health & Wellbeing

AIM

To provide all persons (children, staff, visitors and contractors) at Tintinara Preschool (and whilst attending excursions, seminars etc.) with appropriate first aid care, in the event of an accident or emergency.

HOW IS THIS ACHIEVED

TRAINED STAFF

- All staff and temporary relieving teachers to be trained in the relevant First Aid Training, Asthma Management, Anaphylaxis Management and/or any other relevant training that is required.

FACILITIES

If your child is unwell, preschool staff will contact you and/or any of your approved contacts

In the event that contact cannot be made, your child will be cared for in the preschool or in the sick room in the school front office if this is deemed as the most appropriate course of action by the preschool staff and/or school principal (Nominated Supervisor)

EXCURSIONS

- First aid kits will reflect the nature and risks likely to be encountered. It will include at least the contents of a first aid yard duty kit + requirements identified in individual child health care plans.

Medical Conditions

Children with medical conditions must provide an up to date Health Care Plan with Enrolment. Please speak with Preschool Staff if you require any further information regarding this.

Health Care Plans are to be updated annually.

When children require medication to be given at preschool (such as antibiotics), medication WILL NOT BE ADMINISTERED UNDER ANY CIRCUMSTANCES unless the following has been undertaken;

- A Management Plan is developed and signed and dated by the treating doctor (this can be in the form of a signed letter on the treating Doctor's Letter outlining what is to be given, how it is to be given, how much is to be given and when it is to be given or a Health Care Plan can be utilised for more long term management e.g. Asthma).
- Parent or guardian approval is given via the signed "Medication Report" Form.
- Prescription sticker **MUST BE** on the medication and the medication must be in its original packaging even if it is 'over the counter medication' e.g. antihistamine medication
- Use by dates must be clearly visible.

Please speak to Preschool Staff if you have any questions regarding this procedure.

Allergy & Anaphylaxis Warning

Owing to health concerns for several children in the Preschool and Junior School, we are currently excluding nuts from the Preschool and School. **We ask that Preschool children DO NOT BRING FOODS CONTAINING NUTS FOR HEALTHY SNACK, RECESS OR LUNCH**, as this could have serious implications for some of their classmates. Children with severe allergies can have a dangerous anaphylactic reaction just by using the door handle touched by someone eating, for example, eating peanuts or peanut-based food, and so this is a matter of considerable importance. We trust that you will support our Preschool and School family while we review our policies and processes to ensure everyone's safety. As new or updated information is provided to the Preschool and School, families will be updated through the year about the necessary precautions required.



Administration of medication procedure and documentation process

The following guidelines have been established for the administration of medication and the required documentation associated with it.

Children with LONG TERM medical conditions (e.g. Asthma) must have provided an up to date Health Care Plan with Enrolment – check in the “Action Plan” folder for any relevant medication information as a starting point.

When children require medication to be given at preschool (such as antibiotics) please follow these guidelines and remember that, medication WILL NOT BE ADMINISTERED UNDER ANY CIRCUMSTANCES unless the following steps been undertaken;

- Parents/caregivers to provide staff with an original ‘Management Plan’ (please make sure that a copy is taken of this and the original returned to the parents/caregivers). The ‘Management Plan’ must be signed and dated by the treating doctor. This can be in the form of a signed letter on the treating Doctor’s Letterhead outlining what is to be given, how it is to be given, how much is to be given and when it is to be given. A Health Care Plan can be utilised for more long-term illness management e.g. Asthma.
- Parents/caregivers approval is given via the signed “Medication Report” Form. Alternatively, a written note via the child’s Communication Folder that is signed and dated by the parent/caregivers outlining the following; Prescribing doctor, medication to be given, how medication is to be given, amount to be given and expiry Date.
- Prescription sticker MUST BE on the medication and the medication must be in its original packaging even if it is ‘over the counter medication’ e.g. antihistamine medication
- Use by dates must be in date and clearly visible.

PLEASE NOTE:

The form “**Medication Record**” is to be used for those times when a child is required to have medication at a pre-planned specific time for a medical condition that does not necessarily form part of an “Action Plan” e.g. a course of antibiotics.

The form “**Medication Report**” is to be used to communicate to parents/caregivers ON A DAILY BASIS the administration of any medication e.g. a course of antibiotics, the need to administer an asthma puffer etc.

Overriding Principles

- ✓ Wherever possible, medication should be administered by a parent/caregiver.
- ✓ If impossible for the medication to be administered by a parent/caregiver the medication will be administered by preschool staff following the information that has been provided by the parents/caregivers, in conjunction with the prescription label and the instructions from the treating doctor.
- ✓ It is the responsibility of the parents/caregivers to advise preschool staff of any change to the child’s dosage/medication via a doctor’s letter or the provision of an updated management plan signed by the treating doctor.

- ✓ All medications – prescription as well as ‘over the counter’ – must be in the correctly named container that has a prescription label on it and the expiry date is clearly visible.
- ✓ All medication will be kept in the medication container either on top of the preschool fridge or in the preschool fridge if required.
- ✓ Any relevant documentation will be placed in the folder named ‘Medication Administration’ and kept in a safe and secure area, and will remain confidential and will only be made available to those who have the lawful right to access them.
- ✓ Written medical ‘Action Plans’ are accessible to all staff. They are to be kept in the ‘Action Plan Folder’ in the red box labelled CONFIDENTIAL on the office desk. Any child who has asthma, anaphylaxis, epilepsy, diabetes or an allergy will be listed on the inside of the ‘Action Plan Folder’ and the ‘TRT Folder’. This will include a photograph of the child/staff member with the medical condition for quick recognition by relief staff, approved visitors or new staff.
- ✓ Any medication, which children self-administer, should not be left in their bags, but kept in the medication container either on top of the preschool fridge or in the preschool fridge if required and will be properly labelled.
- ✓ Preschool Staff will ensure any medication to be administered to a child has the appropriate instructions, is prescribed for that child, has a current expiry date; the expiry date is clearly visible and is accompanied by written permission to administer from the parent or a letter from the prescribing doctor.
- ✓ If medication is to be administer, there must be two staff present to ‘witness’ that the correct administration procedure has been followed, to check the correct medication has been given in the correct dosage, at the correct time, to the correct child. All of this information is to be recorded on the appropriate form/s.
- ✓ Ensure that ‘over the counter’ medication e.g. cough medicine, antihistamines etc. is accompanied by written authorisation from the pharmacist/doctor, including dosage, times and dates or administration and placed in the ‘Medication Administration Folder’
- ✓ It is the responsibility of Preschool Staff to observe and report the effects, if any, of the administered medication for some time after it has been given. If required Preschool Staff to report the effects to the parent/caregiver via their communication book.
- ✓ If any adverse effects are observed that require ambulance attention please give appropriate First Aid and then refer to the “Major Incident, Injury, Illness and Trauma Documentation Process” for further information.

Parent/Caregiver Responsibilities

- Inform preschool staff via enrolment process of any medical needs of the child.
- Provide written authorisation for emergency medical, hospital and ambulances before the child commences preschool.
- If the child is diagnosed with Asthma, Anaphylaxis, Epilepsy, Diabetes or Allergies an ‘Action Plan’ will need to be provided by the child’s doctor before commencement of preschool.
- Ensure that all medication is kept in the original container, correctly labelled, has appropriate administration instructions via a prescription sticker naming the prescribing doctor/pharmacist, and has a currently expiry date that is clearly visible.
- Complete and sign the appropriate documentation as requested by Preschool Staff.
- Notify Preschool Staff immediately of any changes to their child’s medical condition, medication or management requirements.

STEPS TO BE ACTIONED BY STAFF:

1. Any medication to be kept in the medication container either on top of the preschool fridge or in the preschool fridge (in the door of the fridge that has the closable lids) if required.
2. To ensure that Medication is properly labelled with the child's name, be in the original container, has appropriate administration instructions via a prescription sticker naming the prescribing doctor/pharmacist, and has a currently expiry date that is clearly visible.
3. Check that all of the relevant documentation is in place prior to administering the medication including written and signed instructions from the Parents/Caregivers on the "Medication Record" or via the child's communication book if the child travels to and from Preschool via the bus.
4. Record the date, time and dosage of medication administered on the form named **"Medication Record"** and to sign off this had taken place. The second staff member who witnessed the administration of the medication is to sign off on the record as well. Once the request to administer medication has expired the completed "Medication Record" form it be kept in the folder named "Medication Administration" in the red box labelled CONFIDENTIAL on the office desk.
5. The form **"Medication Report"** is to be used to communicate to parents/caregivers ON A DAILY BASIS the administration of ANY medication e.g. a course of antibiotics, the need to administer an asthma puffer as per a child's Action Plan etc.
6. If medication is required to be given as per a child's 'Action Plan' please follow the Minor injury and incident Documentation Process or the Major Incident, Injury, Illness and Trauma Documentation Process – whichever is most relevant to the needs of the child.
7. Inform the parents/caregivers, via a phone call, if medication was required to be given as per a child's 'Action Plan'. Document on the Medication Report (use the back if needed), if a phone call was made: who rang the parents/caregivers, what time the phone call was made, a brief notation of what was discussed, and any further action/relevant information.
8. Once the form called **Medication Report** is completed – ***prior to sending it home to the child's parents/caregivers via the child's communication folder for signing*** – TAKE A COPY AND PLACE IN THE PLASTIC POCKET **"Medication Report to be signed by the parent/caregiver"**. This is to ensure that any original documentation is not lost/misplaced.
9. Once the completed Medication Report has been signed by the parents/caregivers – please take ONE copy of the fully completed report.
10. ONE copy is to be sent home to the relevant child's parents/caregivers ASAP.
11. The ORIGINAL COPY to be filed in the locked filing cabinet, in the file named: **"Medication Reports - COMPLETED."**
12. Once all the above steps have been fully completed the copy of the **Medication Report** that is in the plastic pocket named, **"Medication Report to signed by the parent/caregiver"** can be shredded.

Record Keeping

- The preschool keeps a written record of any minor and/or major injuries.
- Any first aid and/or emergency first aid interventions are documented as required by DECD.
- In the case of children, parents/guardians will be informed as a matter of priority of all first aid treatment that has been carried out and/or where there has been a head injury. This is via a written note, telephone call, text message or in person where necessary.
- All emergency numbers/contacts to be current with appropriate information readily available to preschool staff.
- Parents/caregivers are to please contact the preschool if details change.
- A note home, phone call, text message and and/or in speaking with parents/caregivers in person will be undertaken by Preschool staff to inform them of any medical situations.
- **MEDICAL RECORDS**
Parents/caregivers of children with medical conditions will be issued a Health Care and/or Action Plan form to be completed by a medical practitioner. The form will advise of first aid procedures to be followed and/or daily medical requirements.
A copy of this will be kept in the preschool in the Action Plan Folder and a copy will be kept in children's records in the school front office.
- A photographic chart identifying children at risk with special medical needs will be located in the school staffroom and as appropriate in the preschool, outlining medical conditions and appropriate first aid.



Emergency Situations

Should an emergency occur at the Preschool and/or in the school and a child requires urgent medical treatment we will attempt to get them to your preferred Doctor via an ambulance.

However, if non-life threatening and a Doctor is available, they will be taken to the Tintinara Health Centre.

In both cases, parents/caregivers will be contacted as soon as possible.

Infectious diseases

Unfortunately, there may be times when your child will need to be excluded from attending the Preschool due to suffering from an Infectious Disease. Exclusion is a necessary procedure in order to keep the other preschool children safe from also becoming ill.

If you are at all unsure as to the best course of action, please contact the Preschool and/or your Doctor. You can also refer to the "You've Got What" Reference:

<http://www.dh.sa.gov.au/pehs/youve-got-what.htm>