



Uraidla and Hi

Injury Management, Medical Conditions and Health Support Policy

Uraidla and Hills Community Kindergarten is committed to supporting the health and well-being of all students. This includes an acceptance of the medical conditions of our children and a commitment to our Health Support Policy. We acknowledge that parents/guardians retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children's routine and emergency health care needs.

FIRST AID

If a child becomes unexpectedly ill or injured at the kindergarten they will be attended to by a trained staff member.

Staff will:

- If the injury is severe staff will call an ambulance and continue to administer basic first aid
- Provide support and reassurance
- Administer basic first aid according to the injury or illness
- If a parent cannot be contacted a kindergarten adult will travel with the child in the ambulance
- The child will rest as required
- The child will receive a wrist band with a brief message for the parent/caregiver
- Treatment will be recorded on the Injury/Illness Report
- Parents will be informed immediately if necessary or informed at the end of the session
- Parents will receive a copy of the Injury/Illness Report
- Staff will save a copy of the Injury/Illness Report
- Staff will contact Uraidla Primary and request an SSO to help supervise children at the kindergarten if necessary
- Where a child requires additional medical treatment it will be recorded on the DECD online Injury and Response Management System (IRMS)

ROUTINE HEALTH AND PERSONAL CARE SUPPORT

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/guardians must provide written information from their doctor which outlines specific care needs. Forms for care plans are available from any staff member for a range of health conditions and needs including:

- Asthma
- Anaphylaxis (severe allergy)
- Medical information (for General health care or those without specific requirements)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist).

The purpose of these 'CARE PLANS' is to ensure that the kindergarten has information from the treating health professional relevant to the child's health, well-being, attendance, learning and care whilst at pre-school. We can then write a 'Health support plan' for the child if deemed necessary by the pre-school if any of the following are relevant:

- There are any individual first aid requirements, other than a basic first aid response.
- The child needs additional supervision for health-related safety
- There is a predictable need for additional support with daily living tasks

Health support plans are completed using the written information from the treating health professional, with discussion between pre-school and the parent/guardian. Children who require these plans are unable to attend the kindergarten until these plans are completed.

It is the responsibility of the parent/guardian to:

- Request these forms
- Ensure all appropriate forms are complete and signed by the doctor
- Sign all appropriate forms as parent/guardian
- Return all forms to a pre-school staff member
- Update all medical information on the appropriate forms as necessary.
- Supply all medication with child's name on it and medical practitioners name. All medication must be within the use by date.

ASTHMA

Students with asthma (even if only 'mild' or 'occasional') need an asthma care plan completed and signed by the treating doctor and given to a staff member. Staff are trained to administer reliever medication in the event of asthma attack.

The pre-school has reliever medication for use in emergency situations only. Children with asthma must have puffers and spacers in container stored in the kitchen first aid cupboard, it must have the pharmacist label, including the child's name stuck on the puffer and must have a current best before date.

Relevant paperwork will be completed by all stakeholders.

The child will receive a wrist band with a brief message for the parent/caregiver when medication has been administered. Staff will ring and discuss with parent.

ANAPHYLAXIS

Students with anaphylaxis (severe allergies) need an anaphylaxis care plan completed and signed by the treating doctor and given to a staff member. Staff are trained to administer epi-pens in the event of anaphylaxis attack.

Children with anaphylaxis must provide epi-pens in container stored in the kitchen first aid cupboard, it must have the pharmacist label, including the child's name stuck on the epi-pen and must have a current best before date.

Once an epi-pen has been administered an ambulance will be called to take child and an adult to the hospital with the epi-pen administered. The child will receive a wrist band with a brief message of time and place of epi-pen administered and by who.

MEDICATION MANAGEMENT

We encourage parents to give their children medication outside of kindergarten hours eg 3 times per day can be taken in the morning before kindy, afternoon straight after kindy and bedtime.

If medication needs to be taken at kindergarten:

- Medication must be provided in the original pharmacist container with directions on label
- The child's name must be on the original label
- Medication must be stored in the kitchen with asthma medication or in the fridge if required.
- Children must have a medication plan filled out by a doctor and the parent/guardian
- A maximum of a week's supply is to be provided at any time (except asthma medication)
- It is the parent/guardian's responsibility to provide the required medication. Staff will fill in the medication log and will notify parents if students fail to take their required medication.
- A medication log will be filled out by the supervising staff member giving the medication, and shown to parent/guardian on departure.

STEPS IN HEALTH CARE SUPPORT PLANS

Parents/Guardians will

- Complete the enrolment form with accurate health/medical information.
- Ensure the kindergarten has up-to-date information with parent/guardian emergency contact details and at least 2 other people for back-up emergency contact.
- Request the relevant health care plan forms as needed for the child.
- Have the health care plan forms completed and signed by the treating medical practitioner, sign them as parent/guardian, and return to kindergarten staff.
- Work with Director to complete a health support plan for the child if necessary.
- Ensure all medication is given to kindergarten staff member as needed, and that a medication plan is completed and signed by the doctor and signed by parent/guardian.
- Update the medical information as necessary with forms completed and signed by the treating medical practitioner.
- Ensure staff are trained to administer and support the health care plan

Staff will

- Check that any child with a medical/health concern recorded on enrolment forms receives the appropriate health care plan forms.
- Check health care plans are signed by doctor and parent
- Ensure they understand the care required if different from usual first aid and appropriate training is done.
- Follow the health care plan/medication plan as necessary
- Ensure that you understand the care required is different from usual First Aid and that appropriate training is completed
- Complete the First Aid log each time aid/medication is given and ensure the parent/guardian is shown the log and co signs it on departure.
- All medication is placed in a marked box in a determined place in the kitchen
- Read medical folders of children with health needs
- Be familiar with photos of children with health needs which will be placed on the office door

Directors Responsibilities

- Check any health issues on enrolment form
- Ensure that appropriate plans are given to parents/guardians and explained
- Work together with family to best support the health needs of the child
- Liaise with DECD Support Services where appropriate
- Ensure NEP students have appropriate plans as part of the NEP processes.
- Determine training needs of all staff
- Provide families with a copy of the Medical Conditions and Health Support Policy

References

National Quality Standards. Standard 2. Children's Health and Safety.

www.deewr.gov.au/EarlyChildhood/Policy_Agenda/Quality/Pages/QualityStandards.aspx

Education and Care Services National Regulations: A Guide to First Aid

http://www.decd.sa.gov.au/speced2/files/links/Education_Care_Services_Na.doc

Individual First Aid Plan

<http://www.chess.sa.edu.au/Pathways/indfirstaidplan06.doc>

Individual First Aid: Medical Director

http://www.decd.sa.gov.au/speced2/files/links/chess_IndividualFirstAid.rtf

Incident, Injury, Illness and Trauma Record

http://www.decd.sa.gov.au/speced2/files/links/Injury_Illness_Trauma Repo.doc

This policy was ratified by Governing Council 2019 and will be reviewed in 2021 or as required if earlier.