



The Willows
Children's Centre
for Early Childhood
Development and Parenting



HEALTH SUPPORT POLICY

Our Centre is committed to supporting the health and well being of all students. An important part of this commitment is 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, staff will:

- Administer basic first aid
- Staff will call an ambulance if needed and continue to administer basic first aid
- Inform parent/guardian (or emergency contact).

If children require first aid off site (eg Excursions) staff will:

- Administer basic first aid
- Call an ambulance if needed and continue to administer basic first aid
- Inform parent/guardian (or emergency contact).

FIRST AID GIVEN WILL BE RECORDED IN THE ACCIDENT RECORD BOOK ON BENCH IN KITCHEN, SIGNED BY ONE STAFF MEMBER AND THE PARENT WILL THEN BE ASKED TO SIGN ACKNOWLEDGING THEIR BEING INFORMED.

*All head injuries need to be reported to parent/guardian by phone or written note.

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

The purpose of these 'CARE PLAN' forms, is to ensure that The Willows Children's Centre has information from the treating health professional relevant to the child's health, well-being, attendance, learning and care at pre-school.

We can then write a 'Health Support Plan' for the child if deemed necessary by the Centre 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 written using the written information from the treating health professional, with discussion between pre-school and the parent/guardian.

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.

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 Willows Children's Centre has reliever medication for use in emergency situations only. Children with asthma must have medication and puffers stored in named medication bag, situated in the Teacher prep room, it must have the pharmacist label, including the child's name, must have a current best before date.

MEDICATION MANAGEMENT

We encourage children to take medication outside kindergarten hours eg 3 times per day can be taken in the morning before kindergarten, afternoon straight after kindergarten 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 pockets behind the Teacher prep room door or in the fridge.
- 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 SUPPORT PLANNING

STAFF RESPONSIBILITIES

- Check that any child with a medical/ health plan concern on enrolment form receives the appropriate health care plan forms
- Check the HCP forms have the doctor's and parent's signature.
- Follow the HCP/medication plan as necessary
- Ensure that you understand the care required if different from usual First Aid and that appropriate training is done
- 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 to be stored in named bag situated in the Teacher prep room or in refrigerator

- 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

DIRECTOR RESPONSIBILITIES

- Check any health issues on enrolment form
- Ensure that HCP/MP forms are given to parents/guardians and explained
- Ensure NEP students have appropriate HCP/MP as part of the NEP processes.

PARENT/GUARDIAN RESPONSIBILITIES

- Complete the enrolment form with accurate health/medical information.
- Ensure that kindergarten has up-to-date information with parent/guardian emergency contact details and at least two other people for back-up emergency contact
- Request the relevant HCP forms as needed for the child
- Have the HCP forms completed and signed by the treating medical practitioner, sign them as parent/guardian, and return them to kindergarten staff
- Work with the director to complete a Health Care Support Plan for the child if necessary
- Ensure all the 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 and guardian
- Update the medical information as necessary with the forms completed and signed by the treating medical practitioner

Reviewed June 2019