



Health Support Policy

Educators are committed to the 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 educators are trained to administer basic first aid
- If a child becomes ill or injured, this **MUST** be reported to the certified supervisor
- The first aid equipment is located in the kitchen cupboard marked "First Aid"
- The child's individual medication is kept sealed in the fridge with their name on it
- The child's individual medication such as EpiPen or asthma puffers are kept in a pocket in the kitchen (cupboard marked "First Aid") with a label including a photo, name and dosage of medication
- 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 educator and parent will both sign. Parents will be given the report and a copy will be placed in the 'Injury report folder'
- According to the seriousness of the illness or injury, an ambulance may be called by the certified supervisor, the parent contacted and the child monitored until collected
- If a parent is not contactable, then an adult from the child's emergency contacts list will be called

All head injuries will be reported to parent/carer by phone and a written note.

Excursions

Prior to excursions educators will undertake risk assessment to identify and inform first aid and emergency procedures.

The following items need to be taken on excursions:

1. First aid kits [including asthma kits]
2. Children's health support plans and personal medication
3. Mobile phone
4. Emergency Contacts List
5. Daily sign in sheets

Health and personal care support

Health Care Plans

Some students may require health care plans for health conditions including; Epilepsy, Asthma, and Anaphylaxis. Copies are available from the Director.

Personal Care Plan

Some children also require support with daily living skills, including: eating and drinking, and continence care.

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. Educators will work with parents to develop a plan that will outline procedures to be followed on site in order to meet individual goals, e.g. toilet timing. Individual Health Care Plans and Personal Care Plans are located in the "First Aid" cupboard in the preschool kitchen.

Health Support Policy Continued

Medication

As much as possible, we encourage students to take medication outside of preschool hours. For example, if medication needs to be taken 3 times a day; can be taken in the morning [before preschool], afternoon, [straight after preschool] and at bedtime. Under DECD guidelines the preschool 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 preschool must be in the original pharmacist container, with the child's name and written directions on the label.

Medication must be brought to an educator to be stored in the first aid cupboard or fridge.

The educator giving the medication will record the time and sign medication log form. This will also be signed by the parent. Only medication for one day will be stored at a time. See our Administering Medicine Procedure for more detailed information.

Infection and infestation management

Educators 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 by child's name on the sign in sheet, informing parents of incident and asking them to contact an educator

Additional precautions include:

- Seeking advice from SA Health regarding infection/immunisation protocols including exclusion periods for vaccine preventable diseases
- Up to date DECD policies read and followed by all educators
- If there is a confirmed case of infectious diseases we will place a facts sheet on the whiteboard to inform parents about the illness, the signs and symptoms, what parents can do and the time children need to be excluded from preschool