



First Aid, Medical Conditions and Infectious Diseases Policy

Rationale

At The Pines Preschool all staff have a duty of care to all children's health and wellbeing.

Objectives

The First Aid / Medical Conditions and Infectious Diseases Policy has been developed to:

- Ensure clearly documented processes
- Assist children to learn about health and safety.
- Ensure families and new staff are informed of the preschool's procedures in first aid, management of children's medical conditions and infectious diseases.

Legislation

This policy relates to the following National Law and Regulations:

Education and Care Services National Regulations 2011:

Regulation 100 – Risk assessment must be conducted before excursion

Regulation 168:6 – Dealing with infectious diseases

Regulation 168:7 – Dealing with medical conditions

Regulation 173: 2 – Notice displayed where a child has been diagnosed as at risk of anaphylaxis and implement the Allergy Aware (and Anaphylaxis) checklist for Education and Children's Services as required.

Regulation 173: 2 - A notice of an occurrence of an infectious disease must be displayed

National Quality Standards

The First Aid / Medical Conditions and Infectious Diseases procedures link to:

Quality area 2: Children's health and safety.

There are also links to:

Quality area 1: Educational program and practice

Quality Area 4: Staffing arrangements

Quality area 5: Relationships with children

Quality area 6: Collaborative partnerships with families and communities

Quality area 7: Leadership and service management

Enrolment and information for families

Quality area 6: Collaborative partnerships with families and communities

Parents will be expected to:

- Complete on enrolment information regarding the medical condition and needs of their child.
- Provide the Preschool with a health care plan or medical plan from a health practitioner and labelled medication at the beginning of the Preschool year. These will be reviewed by parent/carers/ medical practitioner annually.
- Provide a continence care plan if required for the preschool program.

- Update any information ASAP regarding the medical condition, for example change of medication, other allergies that occur and ensure the child's medication is in date.

Please note:

Medication needs to be provided in the original packaging, clearly labelled with dosage and times to be administered (if required). Medication must also be labelled with an expiry date, written instructions, medication form filled out and signed by a medical practitioner.

Education

Quality area 1: Educational program and practice

Quality area 5: Relationships with children

Children will be:

- Supported and encouraged by educator to self-manage their medication and specific needs with staff monitoring the process at all times.
- Educators will provide information about health and safety practices to children.

Critical Management

Quality Area 2: Children's Health and Safety

- All First Aid intervention will be recorded in the First Aid Folder
- Staff will complete an injury report ED155 form as required by DECD
- Nominated Supervisor (Principal), as site manager will complete on-line IRMS report if child seeks medical/dental treatment.
- All critical injuries and critical incidents will be recorded on IRMS by the Principal
- All Preschool staff must be notified if a child has been diagnosed as at risk of anaphylaxis/allergy. Implement anaphylaxis aware centre procedures.

Infectious Diseases

These steps will be followed by staff and families as a standard precaution to prevent an outbreak of an infectious disease:

- Identify potential sources of infection from activities, poor hygiene or provision of first aid.
- All staff will maintain a high standard of cleanliness
- Evaluate the risk of infection.
- Consider the modes of transmission, frequency and types of exposure.
- Develop safe work practices with controls to manage risks.
- Provide appropriate personal protective equipment and ensure availability of training.
- Record training, vaccination, risk controls and safe work practices.
- Ensure confidentiality of records.
- Inform preschool families with a notice displayed on site and communication sent through a parent information letter of any infectious disease.

Staff will:

- Cover cuts and abrasions with waterproof bandages
- Wear gloves during continence care and wash hands after the procedure
- Educate the children on correct hygiene.
- Safely handle sharps and use the sharps container to dispose of any used sharps.

Use safe hand washing practices with children:

- Hand wash before meals and snacks
- Hand wash before preparing foods
- After toilet and nappy changes, gardening, handling mucus/blood/salvia etc wash hands

Staff Responsibilities

Quality Area 2: Children's Health and Safety

Quality Area 5: Staffing arrangements (continuous learning)

- Staff will participate in the appropriate Professional Development required by the National Quality Standards and Regulations. All educators will be trained in extra professional development for specific needs of children at the Preschool.
- Staff will work with the family to determine the child's needs in the preschool.
- Staff's first duty is to the child. All staff will familiarise themselves with medical care plans.
- Staff will provide basic First Aid to the child and seek medical assistance in an emergency without delay.
- Families will be notified of any first aid given.
- Staff will ring parent/carers and emergency contacts if needed.
- If the child's parents/carer are delayed in picking up the child and their health deteriorates medical services/Ambulance will be contacted.
- If parents/carers are unavailable emergency services/Ambulance may be contacted.
- A staff member will go with the child in an emergency vehicle if parent /carer not available.
- Staff will only give children medication that is prescribed by doctors. Medication forms will need to be filled out by doctors and parents for long term medication.
- Safe, labelled storage will be provided in accordance with the provided instructions and in the original containers. First Aid will be recorded; facilities and equipment standards will be met. Staff will supervise children as they take their medication making sure the right child at the right time with the right dose is given. This will be recorded.
- Staff will maintain a safe environment, inclusive to all children. They will be alert to changes of children behaviours especially children who have recently taken medication. In some cases staff will develop specific learning plans and negotiated learning plans that maximise children's learning needs while accommodating health plans.
- Records of First Aid and children taking medication will be kept.
- Staff will check First Aid kits and individual children's medication each term.

Policy review

Quality area 7: Leadership and service management

Educators monitor and review the effectiveness of the First Aid / Medical Conditions and Infectious Diseases Policy and revise the policy when required (at least once every three years).

This policy compliments DECD guidelines and including the Allergy and Anaphylaxis Policy.

Approved at Governing Council on (Date):

8/8/18

Approved by Principal: Cherie Collings

Cherie Collings

Approved by Governing Council Chairperson:

[Signature]

To be reviewed: February 2020

