



Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

SWALLOWCLIFFE PRESCHOOL

First Aid/ Infectious Diseases and Medical Conditions

Purpose:

- To provide a safe learning environment for all children in the PreSchool.
- To raise awareness to all families in the PreSchool regarding the sites practices and needs.

Parents

- Parents/Caregivers are to fill out the child's enrolment forms including information regarding any medical conditions.
- Parents/Caregivers must provide an up to date copy of their child's immunisation statement. If the child's immunization records are considered not up to date they will not be able to attend as per the early childhood services and immunisation requirements legislation (No Jab, No Play).
- Parents/Caregivers are to provide the PreSchool with the appropriate up to date health care plans and medication plans from a health practitioner and labelled medication. These will be reviewed by Parent/Caregivers/ medical practitioner annually.
- Parents/Caregivers are to update any information regarding the medical condition, for example change of medication, other allergies that occur and ensure the child's medication is in date.
- Parents/Caregivers are obliged to pay for an ambulance or any other emergency services.
- Parents/Caregivers are to assist their child to self-manage their first aid needs where it is safe and practical.
- Parents/Caregivers are to liaise with doctors to make sure staff understand their child's health care plans and needs.
- Medication needs to be provided with an expiry date, written instructions, medication form filled out and signed and labelled container.

Community

- Families will be informed of this policy when they enrol their children at the PreSchool via the information booklet received on enrolment and the meeting with staff.

Staff

- 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 called as a matter of priority and always called when a head injury takes place.

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education and
Child Development

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- Staff will ring parent/guardians and emergency contacts if needed if an ambulance is not required. If the child's parents/guardians is delayed in picking up the child and their health deteriorates medical services will be contacted.
- If the other children are supervised appropriately an adult will go with the child in an emergency vehicle.
- Unless it is unavoidable staff will not take a sick child in a private vehicle. If a vehicle is required two adults will go in the vehicle.
- Staff will only give children medication that is prescribed by doctors and with the appropriate forms and plans.
- 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. All records are kept confidential. (This is also signed off and sighted by a 2nd person in the medication book)
- 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 and update/restock First Aid kits and children's health care plans each term.
- Where medical attention is or should have been sought, the responsible person must notify regional office and lodge an IRMS report within 12 hours of the incident. This is our School Principal. As a PreSchool we must put in a ED155 and ACECQA forms. DECD will then notify us as to if we notify ACECQA.

Children

- Children will be supported and encouraged to self-manage their medication and specific needs with staff monitoring the process.

Critical Management

- All First Aid intervention will be recorded in a First Aid log and parent's will be notified through a first aid slip.
- Staff will complete a Critical Incident Report as required when a child has been taken to hospital or other complications.

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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 the PreSchool families with a notice displayed on site.

Staff will

- Cover cuts and abrasions with waterproof bandages
- Wear gloves during continence care, double bag wet clothes and wash hands after the procedure.
- Dispose of soiled underwear and clothes to prevent gastro outbreaks.
- Use 2 tissues when blowing noses
- Educate the children on correct hygiene.
- Safely handle sharps

Use safe hand washing practices with the children

- Hand wash before meals and snacks
- Hand wash before preparing foods
- After toilet and nappy changes, gardening, handling mucus/blood/saliva etc wash hands
- Cleaning teeth techniques and hygiene

This policy is to be used in conjunction with the Anaphylaxis and Allergy Policy.

Promotion:

The policy will be promoted by:

- Families being informed via the newsletter and other correspondence.
- New families to the centre being informed via the Enrolment Information package.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers.

Review: This policy will be reviewed by staff every year or when needed.

Endorsed by Governing Council 29/10/21

Reviewed 2021

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