



Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

SWALLOWCLIFFE PRESCHOOL

First Aid/ Infectious Diseases and Medical Conditions

Policy

This policy is to be used in conjunction with Department for Education Administration of first aid and infection control standard, medical conditions policy and first aid policies and procedures. These can be viewed [here](#).

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.

Legislation

- Regulation 89 (first aid kits), 136 and 137 (first aid qualifications), 92-96 (administering medication) of the Education and Care Services National Regulations.
- **National Quality Standards**
Quality area 2: Children's health and safety: At our preschool: Effective illness and injury management and hygiene practices are promoted and implemented

Parents/Community

- Parents/Caregivers are to fill out the child's enrolment forms including information regarding any medical conditions and dietary information.
- Parents/Caregivers must provide an up to date copy of their child's immunisation statement. If the child's immunisation records are considered not up to date they will not be able to attend as per the early childhood services and immunization 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 or when required.
- 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.

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Child Development

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- Medication needs to be provided with an expiry date, written instructions, medication form filled out and signed and labelled container with the child's name.
- Parents/Caregivers will be notified if a child is enrolled who has been diagnosed as at risk of anaphylaxis. It is the responsibility of the parents/caregivers to ensure that they do not bring/provide items containing the allergens into the service for the safety of all children. If parents/carers do bring these items into the service they may be disposed of and the parents/caregivers may be called to provide an alternative meal or the child may be provided with alternative meal by the preschool.
- Families will be informed of this policy when they enrol their children at the PreSchool and will be informed of where they can access copies of all policies and procedures.
- Children can bring in birthday cake as long as parents provide an ingredients list. Families providing birthday cakes will be highly encouraged to provide cake that is suitable for all children attending e.g lactose free, gluten free etc. depending on needs of the group. Families of children with dietary requirements will be called to ask permission before giving/ refusing children cake or may be saved so that they can take it home with them at the end of the day.

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.
- The site will have at least one educator present each day who has undertaken approved applied first aid, anaphylaxis training and emergency asthma training. All ratio educators on site are required to hold a current first aid certificate from an approved provider. A written record of educator training will be kept on the premises.
- First aid should be provided by educators in accordance with their training.
- Educators will contact emergency services (ambulance) where necessary. They will notify the child's emergency contact as a matter of priority and inform them of the actions taken. If a child is transported by emergency services, an educator will accompany the child if their emergency contacts are unavailable and if children remaining at the centre can still be adequately supervised.
- In some cases, emergency services may not be deemed necessary, but educators believe further medical advice is necessary (eg head trauma). In such cases, the child's emergency contact will be requested to collect the child and they will be advised to seek medical advice. If the emergency contacts are unable to collect the child and their condition deteriorates, it may be necessary to contact emergency services.
- All children with specific health care needs, allergies or relevant medical conditions will have a detailed health care plan including communication and a safety and risk management plan completed in consultation with the family prior to their start date. Staff will provide families with the necessary plans upon enrolment and outline the process in completing all required health care plans.

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- If a child is enrolled who has been diagnosed as at risk of anaphylaxis all preschool families will be notified to ensure that no allergens are present or brought into the service.
- All staff are notified upon induction where to access information regarding children's individual health and dietary needs (including the health/dietary information display, health care plans and medication). Staff will familiarise themselves with this information and any necessary health care plans.
- Staff will provide basic First Aid to the child as per their training 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 and will be provided a head injury form that outlines symptoms to look out for with a possible concussion. Families will be recommended to collect as soon as possible after a head injury occurs.
- Staff will document and keep records of all injuries and illnesses on the appropriate forms provided and include information regarding; the name and age of the child, the circumstances leading to the incident, injury or trauma and the time and date the incident occurred, the injury was received or the symptoms were present. Staff will also document any actions taken and by whom such as staff member providing first aid or when families/ medical personnel are called.
- Staff will notify families regarding injuries/illness in a timely manner (within 24 hours) families may notified through first aid notes, phone calls and/or conversations in person.
- 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 health care plans and medication plans and in the original containers. 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 child's health care folder).
- Staff will keep detailed medication records for all medication administered at the service following children's health care plans, medication plans and medication instructions. These records will include; the name of the child, name of the medication, the time and date it is administered, the dosage of the medication, the staff member administering the medication and the witness details.
- Staff may administer medication without authorization in the case of anaphylaxis or asthma emergency under regulation 94. In this case staff will call parent/caregiver and emergency services as soon as practicable.
- 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 and needs.
- Staff will check and update/restock First Aid kits and children's health care plans each term this is documented on the first aid stock check sheet within the first aid cabinet in the kitchen.

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- 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.
- If a serious injury occurs that would require medical treatment the coordinator and leadership will be notified immediately and the teacher will complete the incident/injury and illness form and may be required to complete a ED155 or IRMS within 24 hours.
- If an injury occurs to a staff member the staff member is responsible for notifying coordinator and leadership and recording own injury reports via the report an injury tab in eduportal.
- All staff will be mindful of children's individual physical, health and religious needs. Staff will check allergies, food intolerances and religious requirements before serving any food. Information on health needs is available on the kitchen wall and in One Note.
- Staff will ensure they record and update student's information if a parent informs them of any health or dietary changes. Staff will ensure parents provide the appropriate documentation e.g allergy plan etc. and update the health information board in the kitchen.

Children

- Children will be supported and encouraged to self-manage their health care needs where safe and appropriate to do so.

Critical Management

- Staff will complete a Critical Incident Report as required when a child has been taken to hospital and/or requires/should seek further medical treatment as a result of an injury or illness that has occurred or been present at preschool.

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 experiences (e.g sensory materials, water play etc), poor hygiene, toileting support or provision of first aid.
- If bodily fluids (blood, snot etc) or an infectious outbreak occurs such as gastro all toys and sensory materials (playdough, kinetic sand, rice etc) will be cleaned or disposed of immediately to minimise the spread.
- If an infectious disease/ outbreak occurs a notice will displayed to inform parents as soon as possible.
- If an infectious disease/outbreak occurs staff will evaluate the risk of infection and consider modes or transition, frequency and types of exposure to make appropriate changes to minimize the risk of

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infection. For example; sensory materials, water play etc may be minimized or stopped during the outbreak and additional cleaning of facilities, toys and equipment may be required.

- All staff will maintain a high standard of cleanliness and follow preschool staff handbook and Keeping Healthy in Child Care guidelines.
- Develop safe work practices with controls to manage risks.
- The service will follow Department for Education and SA Health recommendations for any outbreaks around infectious diseases.
- The service will ensure that staff have access to appropriate personal protective equipment and ensure availability of training.
- Record training, vaccination, risk controls and safe work practices.
- Ensure confidentiality of records and will not disclose details regarding people involved in the outbreak.

Staff will

- Cover cuts and abrasions with waterproof bandages
- Wear gloves during continence care, double bag wet clothes and wash hands after the procedure following our toileting procedures.
- 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

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

Reviewed May 2023

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