

North Ingle Preschool

First Aid/ Medical Conditions & Infectious Diseases Policy



Rationale

At North Ingle Preschool all staff have a primary duty of care to all children's health and wellbeing.

Staff responsibilities:

- 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 either way.
- 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.
- A staff member will go with the child in an emergency vehicle.
- 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. 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 each term.

Parents will:

- fill out the child's enrolment regarding the medical condition and needs.
- provide the Preschool with a health care plan or medical plan from a health practitioner and labelled medication. These will be reviewed by Parent/Caregivers/ medical practitioner annually.
- 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.
- pay for an ambulance or any other emergency services if required.
- assist their child to self-manage their first aid needs where it is safe and practical.
- liaise with doctors to make sure staff understand their child's health care plans and needs.

Please note:

Medication needs to be provided with an expiry date, written instructions, medication form filled out and signed and labelled container.

Children:

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

Critical Management:

- All First Aid intervention will be recorded in a First Aid Register
- Staff will complete an injury report ED155 form as required by DECD
- All critical injuries and critical incidents will be recorded on IRMS by the Principal

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 and communication sent through a parent information letter

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

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

Immunisation

Families with children enrolled in a DECD preschool are asked to provide immunisation evidence to the service. This can be in the form of

- SA Child Health and Development record (known as the 'Blue Book')
- Australian Immunisation Childhood Register (ACIR) history statement

If a child is not up to date with their immunisations and there is an occurrence of a vaccine preventable disease at the service, then the child will be asked to stay away from the service for a period of time.

Further information is available at www.decd.sa.gov.au



(This policy is complementary to DECD guidelines with the Allergy and Anaphylaxis Policy)

Reviewed March 2017