



NORTH INGLE PRESCHOOL



First Aid/ Medical Condition and Infectious Diseases Policy

This procedure is consistent with the requirements of the:

- *Education and Care Services National Law and Regulations*
- *Protecting children against vaccine preventable diseases procedure Staying healthy guide*
- *Staying healthy preventing infectious diseases in early childhood education and care services, 5th edition, 2012, National Health and Medical Research Council*

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.
- Staff will work with the family to determine the child's medical needs in the Preschool and will store and follow Health Care plans correctly.
- 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.
- If First Aid has been administered such as cleaning and dressing a cut to the knee a First Aid record is entered by filling out the appropriate First Aid form and this is then sighted and signed by families at departure.
- If a child receives a bump to the head the child's family are immediately notified by phone call and staff work with parents to determine if the child needs to be collected or if staff will monitor their child at preschool.
- In case of a serious accident or illness requiring medical attention, a report is made on the Departments Incident Response Management System and the regulatory authority is notified where appropriate. Follow up actions are completed.
- 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.
- Staff will only give children medication that is prescribed by doctors. Medications forms will need to be filled out by doctors and parents for any medication.

- 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 in the First Aid Folder.
- Staff will check First Aid kits each term.

Parents will:

- Fill out the child's enrolment regarding medicals condition and needs.
- Provide the Preschool with a health care plan or medical plan from a health practitioner and well labelled, doctor prescribed 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.
- 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.

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 Department for Education
- All critical injuries and critical incidents will be recorded on IRMS by the Principal

Infectious Diseases:

As part of the enrolment process, parents are requested to make immunisation records available for sighting. The enrolling staff person will initial the enrolment form to confirm that the record has been sighted.

Preschool will record the immunisation status in the Early Years System (EYS). The status will be recorded in the 'Child Details screen', 'Health tab', 'Scheduled Immunisations Received' as either:

- immunisation received
 - not immunised
 - information not supplied.

Exclusion requirements

If there is an occurrence of an infectious vaccine preventable disease (VPD) covered by the Childhood Immunisation Program at a service, then a child who is recorded as non-immunised is to be excluded in accordance with the SA Health exclusion period guidelines.

Reporting requirements

The occurrence of a communicable disease, including a vaccine preventable disease covered by the Childhood Immunisation Program, is a reportable matter in accordance with clause 174(2) of Schedule 1 of the Education and Early Childhood Services (Registration and

Standards) Act 2011. All services are to lodge a report of an occurrence to the principal and on IRMS in accordance with the Injury Incident Reporting and Investigation Procedure. Note: an occurrence of a vaccine preventable disease is also a notifiable condition that is required by law to be reported by medical practitioners and health laboratories to SA Health

The most important ways to break the chain of infection and stop the spread of diseases are:

- effective hand hygiene
- exclusion of ill children, educators and other staff
- immunisation.

Other strategies to prevent infection include:

- cough and sneeze etiquette
- appropriate use of gloves
- effective environmental cleaning.

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 and support children to follow correct handwashing and cough and sneeze etiquette
- provide appropriate personal protective equipment and ensure availability of training.
- 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 first aid 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