Purpose
As a centre we believe that children need to be valued as individuals and as such we need to be responsive to their needs. For children to be capable and resourceful learners and active contributors to their own learning there needs to be a supportive and nurturing environment. At times there may be some health and medical conditions that may require specific support from staff to assist children to engage fully in the experiences provided. This policy provides clear directions for staff and parents for their child’s health, safety and well being.

Procedures
1. On enrolment of children at the centre, a complete medical history will be collected. This may include conditions such as:
   * asthma
   * eczema
   * Diabetes
   * anaphylactic reactions to food, insect bites (Bees, wasp), other....
   * Allergies to food, soap, Band-Aids, grass, hay....
   * sun screen allergy
   * toileting issues
   * any other medical or health concerns

2. For Severe medical conditions such as Asthma, Anaphylactic reaction, Diabetes or major health condition an Action plan will need to be completed by your General Practitioner.
   Forms to be collected from the Kindergarten, documented and signed by your doctor and returned to the Kindergarten prior to your child attending.

   These forms are imperative in cases of emergency and must be on site for staff to access.
3. Medication will only be administered by staff when
   - It is in the original container with full details from the Doctor or labeled with child's name.
   - Parent has signed the Medical form with staff member giving clear instructions
   - Parent will sight the Medical form at the end of the session and sign that action has been completed by staff.

For Specific action plans it will be required that some medication will need to be at the Centre such as puffers, insulin, anaphylactic pens, etc and these will be stored safely in named plastic envelopes for easy access with the child's photograph for quick identification. These will be stored for easy access near the phone in the passageway. Parents are to place all medication in a sealed container labeled with their child's name.

4. In cases of allergies it would be helpful to be fully informed of possible triggers (e.g. possible reaction to playing in the sandpit or rolling on the grass).
   - If a child has an allergy to sun screen - staff need to be notified and parents to supply a suitable cream for their child, to be named and to be kept on site.
   - If a child has sensitive skin and possible allergies to Band-Aids - please inform staff and provide alterative skin plaster.
   - All food allergies must be documented as the staff plan cooking experiences regularly.

5. Injuries to children will be documented and parents notified.
   - Appropriate First Aid procedures will be followed and monitored by our Senior First Aid Officer
   - Minor cuts, bruises and abrasions are recorded and parents notified at the end of the session and asked to sign the form.
   - If the child has had a head injury (however minor), a bite from another child or a more serious accident, parents /caregivers are notified by phone immediately and asked to come to the centre. The parent can then decide what action is needed -whether a rest at home or further medical treatment. All details are documented and if further treatment is needed, the department is notified.
* Serious accidents/Injuries or life threatening situations will be addressed immediately.
  * Child attended by Senior First Officer. The Ambulance will be called and the staff will follow Paramedics’ advice.
  * Parents notified to attend or meet at hospital. Staff member will support child on the way to hospital if parent unable to arrive quickly.
  * The centre will document all information regarding the incident and forward to parents and DECD.
  * Where possible it is requested that the centre is kept update on the condition of the child.

6. It is of paramount importance that all children’s records are kept up to date and relevant in cases of emergency. Parents /caregivers are responsible for all information regarding their child’s health and well being. This includes notifying staff if there are any variations with their child’s medical condition or medication. All phone numbers and emergency contacts (should parent be unavailable) must be accurate. Please ensure that the Director is informed of any changes in child’s enrolment details, health or medical conditions.

References
St. John Senior First Aid Certificate Course Information
Basic Casualty - First Aid Course in Education and Children’s Services
Review 2015

APPROVED AND CHECKED BY:
AUTHORISED:

VHCK CENTRE DIRECTOR DATE:

GOVERNING COUNCIL REPS. DATE