



Victor Harbor Community Kindergarten

Children's Health and Medical Requirements Policy

Issue 8

23 February 2018

Purpose

This policy provides clear directions for staff and parents to ensure their child's health, safety and wellbeing is managed appropriately while at the centre.

Procedure

1. **Medical history** - upon enrolment, a complete medical history will be collected if there are any existing medical conditions such as those listed below (but not limited to):
 - a. Allergies
 - b. Anaphylaxis
 - c. Asthma
 - d. Diabetes
 - e. Eczema
 - f. Toileting issues
 - g. Sun Screen allergies
 - h. Any other medical or health concerns
2. **Severe medical conditions** - an Action Plan will need to be completed by a General Practitioner. Forms are to be collected from the centre, completed and signed by the GP then returned to the centre prior to the child commencing. These forms are imperative in cases of **emergency** and must be kept on site for staff to access.
3. **Medication** will only be administered by staff if the points below are followed:
 - a. Medication is in the original container, labelled with the child's name and GP instructions.
 - b. The parent / caregiver has a signed Action Plan or Care Plan and has provided instructions on what to do in the case of an emergency.
 - c. Parents / caregivers will view the medical form at the end of the session and sign to confirm the required actions have been completed by staff.

Please note: for some medical conditions, **medical equipment** such as Epipens, puffers or insulin are required and will need to be kept at the centre at all times. For ease of access, these will be stored safely in plastic envelopes by the phone in the passageway and will include the name and photo of the child. Parents / caregivers are advised to ask if unsure as to where these are kept.

4. **Allergies**
 - a. **Food** – all food allergies must be declared and documented to ensure the safety and wellbeing of the child during fruit time, lunch and cooking experiences.
 - b. **Insects** – parents/ caregivers must notify staff if a child has any allergies to insects.
 - c. **Environmental** - parents/ caregivers must notify staff if a child has any known environmental allergies such as (but not limited to) pollen, dust or animal dander.
 - d. **Sun Screen** – if a child has an allergy to certain products, it is requested that the parent / caregiver notifies staff and provides an appropriate alternative. This will need to be named and kept on site.
 - e. **Known triggers** – parents / caregivers are requested to provide staff with details of any known triggers that may cause a reaction of any kind.

5. Injuries

- a. Appropriate **First Aid** procedures will be followed and monitored by the Senior First Aid Officer.
- b. Parents / caregivers will be notified and the incident documented.
- c. **Minor cuts, bruises and abrasions** will be recorded, and parents / caregivers notified at the end of the session. Staff will provide documentation for the parent / caregiver to sign to confirm they have been made aware of the minor injury.
- d. In the event of **head injury** (no matter how minor), a bite from another child or any other **serious injury**, the parent / caregiver will be notified immediately and asked to collect their child. It is then up to the parent / caregiver as to the course of action taken. This may include seeking medical advice from the GP or simply resting at home. All details of the incident will be recorded by staff and if further medical treatment is required the department will be notified.

6. Serious or life-threatening injuries / accidents – these situations will be attended to immediately.

- a. All staff are trained First Aid officers.
- b. The child will be attended to by the First Aid Officer while an **ambulance** is called. Upon arrival of the paramedics, staff will follow all instructions provided by the officers.
- c. The parent / caregiver will be notified and asked to attend the centre immediately or alternatively to meet at the hospital. A staff member will support the child on the way to the hospital if the parent / caregiver is unable to arrive at the centre in enough time.
- d. The centre will document all information regarding the incident and forward the report to both the parent / caregiver and the DECD.
- e. Where possible, it is requested that the centre be kept informed as to the condition of the child.

7. Emergency Contacts / Change of Details

- a. It is of paramount importance that parents / caregivers provide the centre with up to date details regarding the health, safety and wellbeing of the child in the case of an emergency.
- b. Parents / caregivers are responsible for notifying staff if any changes in the child's medical condition or medication are experienced.
- c. All phone numbers and emergency contacts must be accurate and kept up to date.
- d. Parents / caregivers must notify the Director if there are any changes in the child's enrolment details, health or medical conditions.

Source

- St John Senior First Aid certificate course information
- Basic Casualty – First Aid course in Education and Children's Services

Approved and Checked

Review 2019

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date