



Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

SWALLOWCLIFFE PRESCHOOL

1st Aid/ Infectious Diseases and Medical Conditions

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.

Parents

- Parents/Caregivers are to fill out the child's enrolment regarding the medical condition and needs.
- Parents/Caregivers are to bring in the child's immunisation records on enrolment. If a breakout of an infectious disease occurs, children who are not immunised or have not brought in their records are not allowed to attend preschool during the breakout.
- Parents/Caregivers are to 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.
- Parents/Caregivers are to update staff of any information regarding the medical condition (eg. change of medication or dosage, ensure the child's medication is in date, appearance of new allergies).
- 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.
- Medication needs to be provided in a labelled container with a signed Department medication form including appropriate information regarding expiry date, dosage and storage instructions.

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.
- Staff will work with families to determine children'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 1st Aid to the child 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.
- Staff will ring parent/caregivers and emergency contacts if needed if an ambulance is not required. If the child's parents/caregivers are delayed in picking up the child and their health deteriorates medical services will be contacted.

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education and
Child Development

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- If the other children are supervised appropriately an adult will go with the child in an emergency vehicle.
- Unless it is unavoidable 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 a long term medication. Eg epilepsy
- Safe, labelled storage will be provided in accordance with the provided instructions and in the original containers. 1st 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 is given the right dose at the right time. This will be recorded. All records are kept confidently. (This is also signed off and sighted by a 2nd person in the medication book).
- Staff will maintain a safe environment, inclusive to all children. They will be alert to changes of children's 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 1st Aid and children taking medication will be kept.
- Staff will check 1st Aid kits each term.
- 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. DfE will then notify if we have to notify ACECQA.

Children

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

Critical Management

- All 1st Aid intervention will be recorded in a 1st Aid log
- Staff will complete a Critical Incident Report as required when a child has been taken to hospital or other complications.

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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.

Staff will

- Cover cuts and abrasions with waterproof bandages
- Wear gloves during continence care, bag wet clothes and wash hands after the procedure.
- Double bag and dispose of soiled underwear and clothes to prevent gastro outbreaks. Wash hands after the procedure.
- Dispose of playdough and clean surfaces if gastro has occurred.
- 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.
 - Hand wash after toilet and nappy changes, gardening, handling mucus/blood/salvia etc.
 - When teaching teeth cleaning techniques and hygiene.

This policy is to be used in conjunction with the Allergies/Anaphylaxis Policy.

Promotion:

The policy will be promoted by:

- Families being informed via the newsletter/ skool bag app and other correspondence.
- New families to the centre being informed via enrolment meetings.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers.

Endorsed by Governing Council

Reviewed 2017

Updated: 7/8/2019

Endorsed by Governing Council: August 2019

Reviewed:

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