



# Preschool Health Support Policy

Our centre is committed to supporting the health and wellbeing of all children. An important part of this commitment is our Health Support Policy.

We acknowledge that parents/guardians retain primary responsibility for their child's health care.

This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children's routine and emergency health care needs.

## First Aid

### If a child becomes unexpectedly ill or injured, staff will:

- Administer basic first aid
- Staff will call an ambulance if needed and continue to administer basic first aid
- Inform parent/guardian (or emergency contact).

### If children require first aid off site (eg Excursions) staff will:

- Administer basic first aid
- Call an ambulance if needed and continue to administer basic first aid
- Inform parent/guardian (or emergency contact).

### Recording & Communication of First Aid Given

- First aid given will be recorded in the **accident record book** on bench in kitchen, signed by **one staff member**.
- The parent/guardian will be informed via a text message/phone call which will be recorded in the record book. If possible the parent/guardian will sign (dependant in COVID restrictions).
- All **head injuries** will be reported to parent/guardian by phone.

## Routine Health & Personal Care Support

Some children may require assistance with their routine or emergency health/ personal care needs. Before staff can assist with this, parents/guardians must provide written information from their doctor which outlines specific care needs. Forms for care plans are available from any staff member for a range of health conditions and needs including:

- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Medical information (for General health care or those without specific forms)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist).

It is the responsibility of the parent/guardian to:

- Request these forms
- Ensure all appropriate forms are complete and signed by the doctor
- Sign all appropriate forms as parent/guardian
- Return all forms to a pre-school staff member.
- Update all medical information on the appropriate forms as necessary

The purpose of these 'Care Plan' forms is to ensure that Nairne Preschool has information from the treating health professional relevant to the child's health, wellbeing, attendance, learning and care at preschool.

## Health Support Plan

We will write a 'Health Support Plan' for the child if deemed necessary if any of the following are relevant:

- There are any individual first aid requirements, other than a basic first aid response.
- The child needs additional supervision for health-related safety
- There is a predictable need for additional support with daily living tasks

Health Support Plans are written using the written information from the treating health professional, with discussion between preschool and the parent/guardian.

## Asthma

Students with asthma (even if only 'mild' or 'occasional') need an asthma care plan completed and signed by the treating doctor and given to a staff member. Staff are trained to administer reliever medication in the event of asthma attack.

Nairne Preschool has reliever medication for use in emergency situations only. Children with asthma must have medication and puffers stored in named medication bag, situated in the kitchen, it must have the pharmacist label, including the child's name, must have a current best before date.

## Medication Management

We encourage children to take medication outside preschool hours. If medication needs to be taken at preschool:

- Medication must be provided in the original pharmacist container with directions on label
- The child's name must be on the original label
- Medication must be stored in the medication cupboard in the kitchen.
- Children must have a medication plan filled out by a doctor and the parent/guardian
- A maximum of a week's supply is to be provided at any time (except asthma medication)
- It is the parent/guardian's responsibility to provide the required medication. Staff will fill in the medication log and will notify parents if students fail to take their required medication.
- A medication log will be filled out by the supervising staff member giving the medication, and shown to parent/guardian on departure.

## Steps in Health Support Planning

### Staff Responsibilities

- Check that any child with a medical/ health plan concern on enrolment form receives the appropriate health care plan forms
- Check the HCP forms have the doctor's and parent's signature.
- Follow the HCP/medication plan as necessary
- Ensure that you understand the care required if different from usual First Aid and that appropriate training is done
- Complete the First Aid log each time aid/medication is given and ensure the parent/guardian is shown the log and co-signs it on departure
- Read medical folders of children with health needs
- Be familiar with photos of children with health needs which will be placed in the kitchen

### Parent/Guardian Responsibilities

- Complete the enrolment form with accurate health/medical information.
- Ensure that the preschool has up-to-date information with parent/guardian emergency contact details and at least two other people for back-up emergency contact and who is accessible to collect your child in a reasonable time frame
- Request the relevant HCP forms as needed for the child
- Have the HCP forms completed and signed by the treating medical practitioner, sign them as parent/guardian, and return them to preschool staff
- Work with the director to complete a Health Care Support Plan for the child if necessary
- Ensure all the medication is given to a preschool staff member as needed and that a medication plan is completed and signed by the doctor and signed by parent and guardian
- Update the medical information as necessary with the forms completed and signed by the treating medical practitioner