Para Hills West Preschool
First Aid, Health Practices and Procedures

At Para Hills West preschool we support the health and wellbeing of all students. To ensure a commitment to children's health and safety we have a framework developed to manage individual children's health.

Routine Health and Personal Care Support
Some children may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents / caregivers must provide written information (a specific health management plan) from their doctor. This must outline specific care needs for the child for conditions including:

- Asthma
- Cystic fibrosis
- Mealtime management/ allergies
- Transfers and positioning
- Epilepsy
- Diabetes
- Anaphylaxis
- Continence

Any child with significant health issues will be require to have the appropriate forms completed by a doctor prior to the child being left under staff supervision. This ensures the well being of the child. All children who have ever had asthma need to have an asthma plan completed by the child's doctor, on file at preschool.

Parental Responsibilities
- Ensure staff have up to date emergency contact information
- Ensure staff are fully informed of any health issues for your child
- Ensure all details are up to date, documented and where necessary detailed by a doctor.

Childhood Illnesses
The pre-school does not have the facilities or skills to care for sick children other than to provide first aid. Children who are ill should rest and recover at home until they are well enough to return to preschool. We recommend that:

- Children must be at home when running a temperature or showing any signs of being unwell, this aids in recovery and prevents spread of illness.
- Children who have had vomiting or diarrhea should be kept home for 24 hours from time symptoms ceased.
- Children with conjunctivitis cannot attend until treated by a doctor and medication commenced and there is no discharge.
• Children who have been prescribed antibiotics must have had that medication for a minimum of 24 hours prior to attending pre-school.
• When a child is unwell at pre-school (or found to have head lice or conjunctivitis) the parent or emergency contact person will be contacted immediately to collect the child.

**Medication**
As much as possible we encourage parents to administer medication outside of pre-school hours. Staff can help with some medication prescribed by a doctor when alternate arrangements cannot be made. Generally due to the length of session times, this is not necessary. For any prescribed medication to be administered, parents will need to get the doctor to sign a medication care plan.

It is the responsibility of the parent to ensure that:
• Medication must be provided in the container in which it has been dispensed which indicates:
  1. the child's name
  2. the dosage
  3. the prescribing doctors name
  4. the date
  5. written instructions must match the label exactly

To ensure the children's safety and well being:
• “1st dose” of any new medication cannot be administered by staff
• Medication must always be handed over to and in the care of a staff member. It is to be stored in the **Medication cupboard**
• Eye drops, ointments and ear drops cannot be administered by staff
• Children will at all times be supervised taking medication
• When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another member before the child takes the medication and the staff will countersign the form.
• “if needed” instructions are not sufficient as staff cannot make a diagnosis and will therefore NOT administer medication (except in exceptional circumstances)

Pre-measured dose oral and puffer medication can be administered when necessary.

**First Aid:**
A First Aid kit is kept readily accessible, well stocked and is regularly checked according to DECS specification. All staff are trained in First Aid and undertake regular training updates.

If a child becomes ill or injured, staff will:
• Administer basic First Aid
• Call an ambulance if needed
• Inform parent / guardian / emergency contact if any follow up is required
Staff at all times use safe practices, but in particular when administering First Aid, toileting and nappy changing. These are requirements of the Occupational Health, Safety & Welfare Regulations; Department of Education & Child Development HIV and Other Blood Borne Infectious Diseases Policy; and DECD Administrative Instruction and First Aid Guidelines.

An injury / illness home report will be completed for all injuries (located in folder on medical shelf in the kitchen).

Visitors will be informed of this policy, including any new / temporary / relief staff via the visitor book and induction procedures.

These practices ensure the well being of all who use the pre-school.

**Standard Precautions used**, these are particular strategies which reduce the risk of transfer of blood borne infections. They include:

- Hygienic practices including appropriate hand washing and regular cleaning of work areas and equipment;
- Blood and body fluids are regarded as potentially infectious and therefore hazardous;
- Disposable gloves are worn at all times when administering first aid, toileting, changing nappies etc, and at all times when contact with blood or body fluids is likely;
- Appropriate procedures used for the environmental cleaning of blood and body fluid spills;
- Appropriate procedures used when any person has contact with blood or body fluids;
- Cuts, grazes and any opened wounds will be covered with a waterproof band aid.

Gloves are readily available:
1. In the First Aid kit inside the shed
2. In the children’s bathroom cupboard
3. Beside the First Aid Box (in the kitchen on the shelf beside the fridge).

These practices will be modeled by Staff and explicitly taught using ‘teachable moments’ to educate the children and raise their awareness about the safe handling of blood and body fluids.

For example:
- Blood can carry viruses that make us very sick
- It is not safe to handle anyone else’s blood, faeces, urine etc
- Latex gloves must be worn when providing first aid where blood is present or tasks where body fluids are present
- Children encouraged to apply their own band aids

**Reviewing the policy**
- annually at Governing Council Meetings