



Celebrating child centred learning, caring and curiosity

Seaford K-7 Campus Preschool

Medical and Health Policy

Medical conditions and Health Care Plans

Some children will have a medical condition or a health care need that will require additional support to ensure equitable access to the preschool curriculum for the child and a safe work environment for the staff. Prior to enrolment, the nominated supervisor or preschool director will consult with the parent/guardian to obtain relevant information about practices required to manage the medical condition of the child.

A Health Care Plan written by relevant health professionals which outlines recommended emergency and routine health and personal care support must be provided by the child's parents/guardian before commencing preschool. This includes medical conditions such as asthma, anaphylaxis, epilepsy, diabetes, allergies and food intolerances.

All staff informed by the preschool director about a child's medical condition and health care plan upon acceptance of the child's enrolment and prior to their commencement at preschool. A *health support plan* in consultation with parents/guardian may be put in place and regularly reviewed to ensure each child's dignified inclusion at preschool and that staff are adequately trained and supported in their duties.

This information is confidential. All children's health and personal care needs are sensitively and inclusively addressed in the preschool curriculum. Staff are reminded at the beginning of each term—either through a planning meeting or at the 1st staff meeting—about individual children's health needs including their health care plans and risk management.

A copy of Health Care Plans are placed in 3 locations with

1. the child's enrollment file in the office file
2. medical folder in the kitchen
3. the kitchen cupboard in which the prescribed medication etc is stored

Asthma and anaphylaxis trained staff can locate medication and administer if required.

All staff are aware that the exception to authorisation requirement is in the case of an anaphylaxis or asthma emergency.

All staff must document in the authorised medication record if administering medication to a child. This documentation is kept in the kitchen. Medication is stored in the kitchen in the top right hand cupboard in a plastic container with the child's name and photo on it.

All staff are aware of all children's medical conditions before preparing, handling and serving food. All staff practise safe handling, preparation, service and consumption of food in relation to children's medical conditions eg allergies/food tolerances etc.

All children with an identified medical condition are not permitted to attend the preschool without their prescribed medication.

The Director or Nominated supervisor will inform all relevant staff members if a parent communicates any changes to their child's medical needs/management plans

First Aid

In the event that a child sustains an injury at pre-school, there are the required number of staff qualified who can administer first aid. If a child sustains a head injury of any description, parents will be immediately contacted. All accidents are documented on the 'Injury Report Sheet', discussed with parents at the end of the session and staff sign to confirm this. If the injury is considered more serious then a further form, an "Incident, injury, trauma and illness record" is made and both staff and parent/carer sign. If requested parents can receive a copy of the injury/ incident report.

Infection control

A high standard of cleanliness and hand hygiene is practiced at preschool to prevent cross infection however young children are vulnerable to many illnesses and 'bugs' circulating in the community. Please keep your child at home if infectious or unwell and notify a staff member of the nature of their infection and when they are likely to return to preschool. Some diseases or medical conditions are notifiable conditions under the *Public Health Act 2011*. A notice of infection will be posted to alert others so that all children can be monitored for symptoms and treated promptly.

¹ Updated-13/8/19
consultation with
staff Next Review
August June 2021

1

1