



Medical Conditions and Health Care Needs Policy & Procedure (appendix)

Department Policy Reference: Please note, this policy and procedure appendix must be read in conjunction with and compliments the Department's managing students with medical conditions, and related policies and documents, and should be referenced collectively.

Rationale

South Port Kindergarten promotes attendance and positive engagement in the curriculum regardless of the medical conditions or health care needs of a child. Every reasonable step is taken to ensure adequate information, regarding the management of, is obtained prior to their enrolment.

Health Support Agreements

It is the responsibility of parents/caregivers to provide the kindergarten with detailed and up-to-date care recommendations for any child with an identified medical condition. Medical practitioners provide this information through care plans, management plans, action plans, first aid plans and medication agreements. These plans will inform staff how they can assist children with various medical conditions such as asthma, anaphylaxis, epilepsy, diabetes, allergies and food intolerances. A Health Support Agreement and/or Safety and Risk Management Plan in consultation with parents/caregivers will be put in place to ensure each child's safe and dignified inclusion at kindergarten, and that staff are adequately trained and supported in their duties.

All staff are informed by the Director about a child's medical condition upon acceptance of the child's enrolment and prior to their commencement at kindergarten. All children's health and personal care needs are sensitively and inclusively addressed within the curriculum. A copy of a child's Health Support Agreement and/or Safety and Risk Management Plan are placed in the:

- Child's enrolment file located in the kindergarten office (locked)
- Medical information folder located in the kitchen, and
- Is included as part of the relief staff induction process.

Where a review date has expired the care plan remains valid until an updated form is received.

Health Support Agreements will be reviewed in the following circumstances:

- Annually (at a minimum)
- When a care plan has been reviewed and updated
- As soon as practicable after a medical emergency incident at the education or care service
- Prior to the child participating in an offsite activity (i.e. camps or excursions) or at onsite special events (i.e. class parties, cultural days, fetes, incursions).

Medication

Medication cannot be administered at kindergarten without a Medication Agreement that has been completed by a medical practitioner or pharmacist (for

over the counter medication) and authorised by the parent/caregiver, except for an asthma puffer or EpiPen when this is used as an emergency response medicine. Medication for children with a Health Support Agreement is stored in a labelled container (name/photo) inside the kitchen cupboard identified by the medical symbol. Administration of all medication must be documented on the child's Medication Log and verified by a second staff member. Children are not permitted to attend kindergarten without their prescribed medication.

In the event of engaging children in cooking experiences at kindergarten, staff will:

- Consider and plan for children with allergies and food intolerances, including in consultation with parents/caregivers to negotiate a safe and suitable solution (e.g. dairy free milk).
- Practice safe handling, preparation, service and consumption of food.

South Port Kindergarten has a nut free policy.

First Aid

First aid is defined as the immediate treatment or care given to someone suffering from an injury or illness until the person either receives further advanced medical care or they recover.

At South Port Kindergarten, all staff hold current and up-to-date qualifications in:

- Cardiopulmonary Resuscitation (CPR)
- Asthma Emergency Management Training, and
- Anaphylaxis Emergency Management Training

Responding to Injuries -

In the event that a child/staff member obtains a minor injury at kindergarten, staff will:

- Take every precaution to protect their own safety and the safety of others. This includes using barrier devices (such as gloves) to avoid contamination or spread of disease via bodily fluids.
- If the injury obtained is on the child's body where clothing needs to be removed, two staff will be present, and the child's dignity will be respected.
- Locate a designated first aider to administer first aid. There are two first aid kits located: underneath the kitchen bench and hanging by the emergency exit to the kindergarten.
- Record minor injuries on the child's individual first aid log (located on the kitchen bench).
- Inform the parent/caregiver that their child has received first aid. This may be part of the end of day process or via phone call, depending on individual circumstances.

These types of injuries may inclusive of: minor cuts/grazes, bruises, bitten lip, etc.

If the injury is considered more serious (e.g. a head injury), in addition to the above, staff will:

- Call an ambulance on 000 and seek additional medical assistance. An ambulance must be called before the parents/caregivers or staff members emergency contacts are contacted. This is to ensure the child or staff member is in the best possible position to receive professional medical attention as soon as possible.
- Phone the child's parent/caregiver or staff members emergency contact as soon as practical.
- Complete an 'Incident, injury, trauma and illness record' for the child/staff member. This must be signed by the Director and parent/caregiver and is notifiable on the IRMS system.

Designated first aiders must inspect and replenish first aid kits at least once every 6 months.

Related Reference Documents:

National Quality Standard and Regulations

- National Quality Standard 2.1.2
- Regulation 168 (2) (d)

Policy and Procedures

- Asthma
- Diabetes
- Anaphylaxis and allergies
- Seizures and epilepsy
- Health support for children and young people
- Managing student's medical conditions
- Complex needs safety checklist
- Anaphylaxis and severe allergies in education and care procedure
- Health Support Planning: medication management in education and care procedure
- Health Support Agreement (HSP120), and Safety and Risk Management Plan (HSP121).

Sources:

Department for Education related policies and procedures as listed above
South Port Kindergarten children (children's voice/consultation where appropriate)

South Port Kindergarten families and community users

South Port Kindergarten qualified teachers and educators / staff team

South Port Kindergarten Governing Council

Approved by Governing Council: 07/12/2022

Chairperson: Louise Mallabar

Approved by Director: Marissa Neeb

Review date: December 2023