

General Health Policy

In early childhood illness and disease spreads easily from one child to another, even when implementing the recommended hygiene and infection control practices. When groups of children play together and are in new surroundings accidents and illnesses may occur. Our Service is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices.

National Quality Standard (NQS)

| Quality Area 2: Children's Health and Safety | | |
|--|-----------------------------------|---|
| 2.1.2 | Health practices and procedures | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.2 | Safety | Each child is protected |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. |

Education and Care Services National Regulations

| Children (Education and Care Services) National Law NSW | |
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| 85 | Incident, injury, trauma and illness policies and procedures |
| 86 | Notification to parents of incident, injury, trauma and illness |
| 87 | Incident, injury, trauma and illness records |
| 162 | Health information to be kept in enrolment record |
| 168 | Education and care service must have policies and procedures |

PURPOSE

Educators have a duty of care to respond to and manage illnesses, accidents & trauma that occur at the Service to ensure the safety and wellbeing of children, educators and visitors. This policy will guide educators to manage illness and prevent injury and the spread of infectious diseases.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

Staying Healthy: Preventing Infectious Disease in Education and Care Services 5th Edition, provides guidance for Educators and families around the care for children who have been recently immunised by following this link:

http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_child_care_5th_edition_0.pdf - the relevant information is located on pages 34 – 37.

IMPLEMENTATION

General Health

All medical conditions (e.g. lacerations or muscular and skeletal conditions) which may preclude a child from participating in the full range of daily activities require a medical certificate stating that the child is fit to attend the Centre. Conditional certificates may be accepted subject to the ability of the Centre to meet the conditions.

CARE OF A SICK CHILD

Only a staff member who holds a current First Aid Certificate is to attend to a sick child.

It is recommended that only one staff member looks after that child to prevent further spread of infection. If the child is considered contagious or infectious, then the child must be kept away from other children whilst awaiting collection.

MANDATORY MEDICATION INFORMATION

The following information must be present and readable on the label/bottle:

- (a) The date the medication was prescribed.
- (b) The child's name.
- (c) The amount and frequency of dose must be stated.
- (d) How it is to be stored.
- (e) What time it will be given.

A medication form needs to be completed by the child's parent if they are required to have medication during their time at Balmain Care for Kids.

If there are any differences to the information contained on the label of the bottle and the medication form, staff will not administer.

EMERGENCY MEDICAL TREATMENT

If any urgent medical treatment is required, the parents will be contacted and an ambulance will be called and the child will be transported to the nearest hospital with a staff member, which is Royal Prince Alfred hospital. If the parents cannot be contacted, then their emergency contacts will be notified.

MEDICATIONS

If your child has been prescribed a medicine, cream, solution or drops for any reason, a medication form must be completed **every day** that these items are to be administered to a child. We ask that no medications are placed in bottles or drinking cups as this becomes a safety issue. Hand all medications to the Room Leader or Director.

HERBAL MEDICATION

Herbal medication will be administered provided there is written authority or a letter of instruction from a registered Naturopath. The letter should state what they are taking, for what reason, when and how to be administered and the expiry date of all herbal medication. All herbal medication must

adhere to the mandatory medication information as previously stated.

ONGOING MEDICATION

If a child requires on-going medication, then a medical certificate must be supplied from the doctor stating this information. This certificate must be reviewed every ten (10) weeks and a new medication record to be completed each week the child requires the medication. A new line is to be completed if they require two or more medications at once such as in nebulisers or if the medication is required more than once per day.

MEDICATIONS – Non- Prescribed (over the counter)

Administration of over the counter medication requires a letter of recommendation from a registered medical practitioner as per prescribed medications. This includes items such as over the counter creams, drops, vitamins, multi-vitamins, garlic tablets and so on. The centre will get written parental consent for products used such as nappy creams, sunscreen etc.

ANTIBIOTICS

If your child requires antibiotics they are not to attend the Centre for the first 24 hours unless there is a certificate from a Doctor certifying that they are fit for attendance and not contagious to other children. The first 24 hours is when a child is likely to have a reaction to antibiotics.

Management/Nominated Supervisor/Responsible Person will ensure:

- Service policies and procedures are adhered to at all times
- Parents or Guardians are notified **as soon as practicable** no later than 24 hours of the illness, accident or trauma occurring.
- *Medication Records* are completed accurately by parents and medication is administered appropriately, as per the record
- Notify parents of any infectious diseases circulating the Service within 24 hours of detection
- Exclude children from the Service if they feel the child is too unwell

Educators will:

- Ensure *Medication Records* are completed accurately by parents
- Ensure medication is administered appropriately, as per the record, and that there is another educator to witness the administration of medication
- Ensure medication is stored appropriately – either in the first aid boxes or medication boxes in the fridge
- Practice effective hand hygiene techniques
- Ensure that appropriate cleaning practices are being followed in service
- Discard of used syringes – only use BCFK bought syringes that are pre-packaged and sealed. Do not use syringes provided by parents

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Raising Children Network - http://raisingchildren.net.au/articles/fever_a.html3
- Staying healthy in child care. 5th Edition
- Policy Development in early childhood setting
- First Aid Workplace - <http://sydney.edu.au/science/psychology/whs/COP/First-aid-workplace.pdf>
- Revised National Quality Standards

Review

| Policy Reviewed | Modifications | Next Review Date |
|-----------------|--|------------------|
| March 2018 | Streamlined 2 health policies into 1 policy Updated information regarding Children's immunisations and requirements | July 2019 |
| March 2019 | Policy reviewed – no updates | March 2020 |