

## Seaford Rise Kindergarten Wellbeing Policy

### Rationale:

At Seaford Rise Kindergarten we value the safety and wellbeing of all children, families and employees. It is important that children come to kindy happy and healthy ready to learn and explore new horizons. This policy has been developed to ensure that stakeholders are safe and protected from the spread of infectious diseases and illnesses as outlined in the ***National Quality Standards Quality Area 2- Children's Health and Safety, element 2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.***

### AIM

- ✚ To promote the health and wellbeing of all children accessing the centre
- ✚ To ensure that parents are notified in the event that an infectious disease has been identified at the kindergarten
- ✚ To ensure that information is provided to families in relation to the attendance of children who are unwell
- ✚ To ensure that appropriate action is taken to prevent the spread of infection to both children and staff.
- ✚ To ensure that all educators are aware of the signs and symptoms of infections.
- ✚ The Director informs the final decision of any actions that need to be made in relation to absences.

### Procedure

If a child becomes unwell while attending the kindy and is unable to engage in learning activities, the following procedures will be implemented;

- ✚ Educators will ensure that effort is made to notify the parent/guardian or emergency contact of the people listed on the child's preschool enrolment form.
- ✚ If deemed necessary by the director, the parent(s)/guardian(s) will be asked to collect or arrange for their child to be collected from the kindy.
- ✚ Educators will ensure that the child is kept as comfortable as possible and will use appropriate first aid for example, temperature control, fluid intake, reassurance and observe and monitor the child's condition. An injury form will need to be followed at the discretion of the Director to record the child's illness. Educators will also follow appropriate hygiene practices.
- ✚ Depending of the circumstances for example vomiting, diarrhoea, skin eruptions, spots, the child may need to be isolated from other children in the Directors office (if appropriate) until the child is collected.
- ✚ If urgent medical attention is required, educators may call the appropriate emergency service if a parent /carer/guardian cannot be reached or cannot make it to collect their child immediately, or if its deemed necessary.
- ✚ As deemed necessary by the Director a 'medical clearance letter, will be required before the child is able to return to the kindy.

### Parent/Caregiver Responsibilities

Parents/Carers are responsible for ensuring that their child/children are healthy and well when attending kindy.

Symptoms that indicate when it's not appropriate to bring a child to kindy are;

- ✚ An abnormally high temperature (above 38 degrees)
- ✚ Diarrhoea/vomiting the proceeding day/night which may require a medical clearance letter at the discretion of the director.
- ✚ Green nasal discharge, green phlegm (sputum), as well as coughing, pale, not eating or drinking.
- ✚ Pus discharge from the eye(s) this will also require a medical clearance letter at the discretion of the director.
- ✚ A rash on the body which may also require a medical clearance letter
- ✚ Signs of a contagious disease such as chicken pox, measles and constant diarrhoea which will require a medical clearance letter upon the child's return to kindy.

- ✚ If a child is generally unwell for example listless, quiet, inactive, irritable, not coping with routines.
- ✚ If a child has experienced a severe head injury, trauma, has been hospitalised and/or given anaesthetics
- ✚ Ensure information is relevant and up to date.

***If the child returns to kindy within 24 hours of being released from hospital a medical clearance letter MUST be provided by a practitioner stating that the child is fit and healthy to return to kindy.***

## Contagious diseases and the exclusion of children

If a child while attending the centre displays signs of a contagious disease, educators will;

- ✚ Notify parents/caregivers via telephone call and ask that the child is picked up as soon as possible.
- ✚ Attempt to isolate the child as much as reasonably possible to avoid the spread of contamination.
- ✚ Minimise the amount of resources available to the child to avoid contamination to staff and other children.
- ✚ Ensure that appropriate hygiene practices are followed and fill out an injury form citing the child's illness.

Please note if a child has been diagnosed by a medical practitioner to have a contagious disease it is the responsibility of the parents/caregivers to inform the centre as soon as possible. When notified, the Director or person in charge will;

- ✚ Use the Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and care services guide to check on the exclusion period if necessary.
- ✚ Advise families of notifiable diseases through a printed sign on both entry points of the kindy and next to the sign in/out sheets. Email families, and personally call pregnant [parent who maybe most at risk].
- ✚ Advise the relevant government health authorities if necessary i.e. Department of Health on 8226 6000 or via their website [www.health.sa.gov.au](http://www.health.sa.gov.au)

## Temperatures

A high or abnormal temperature is considered to be above 38 degrees. **A child's temperature may be measured respectfully and non-invasively at kindy if there is a suspected temperature.** Signs that a child may have a high temperature at kindy are;

- ✚ Observing signs and symptoms for example red cheeks, lethargic, child's forehead feels warm
- ✚ If a child's symptoms become worse the first aid procedure of abstaining assistance from paramedics will be implemented.
- ✚ Other first aid treatment such as removing excess clothing and encouraging increased fluid intake will be given as deemed necessary.
- ✚ **Paracetamol will not be administered by kindergarten educators.**

## Diarrhoea and Vomiting

A child will need to be excluded from the kindy if;

- ✚ The child has had more than one (1) loose bowel (diarrhoea)
- ✚ The child has vomited more than once (1)
- ✚ The child has had one (1) vomit and one (1) diarrhoea together.

If a child has had diarrhoea and/or has vomited parents/guardians will be informed and will be asked to collect their child or to arrange for their child to be collected. A child can come to kindy 24 hours after their last symptom.

## Asthma, diabetes and anaphylaxis management

- ✚ A health care plan must be given to the kindy for a child who has asthma, diabetes or is susceptible to an anaphylactic shock and may require medication, This plan must be formally filled out by an authorised practitioner and must state the name(s) of medication, when the medication is to be given (frequency and symptoms) and the dosage, this needs to be received upon enrolment.

✚ The health care plan needs to be current and up to date and will be recorded in the child's enrolment form and on the early years System.

- ✚ Parental/guardian consent is required for treatment for example if Ventolin needs to be given and on ongoing medication form must be filled and signed by the parent.
- ✚ Parents/guardians will be contacted and medical assistance sought if a child's symptoms become visible worse at the kindy.

***Prescribed medication such as antibiotics will NOT be administered or stored at the kindy. A parent/guardian is welcome to come into the kindy to give their child any required prescribed medication.***

## Allergies

If a child has severe allergies to food and/or materials that may be life threatening we ask that families and staff ensure that these items are NOT brought into the kindy at any time.

***Seaford Rise Kindergarten is a nut and egg aware centre***

## Consent and self-Administration of medication.

Self-administration of medication will be considered on an individual basis and will also require parental consent accompanied by a practitioner's letter. If a child requires assistance with toileting a **Continence Care Plan** must be provided to the kindy, written by a Medical Practitioner or qualified professional such as an Occupational Therapist.

## Storage of medications

- ✚ All medications must be handed to a staff member. Under NO circumstances is any medication to be kept in a child's bag at any time during kindy hours to ensure the safety of all children at the kindy, this includes ventolin or any preventative medication.
- ✚ Medication which requires refrigeration need to be placed in the correct container at the back of the fridge and is kept out of reach of children and is correctly labelled.
- ✚ Medication that does not require refrigeration must be placed in the kitchen cupboard near the first aid box and must be clearly labelled with the Child's name. A child/staff member's health care plan must be displayed with respect to privacy and confidentiality.

## First aid

- ✚ First aid kits are kept up to date by the designated First Aid Officer and will be recorded and reviewed regularly on the Safety task and action Reporting System (STAR).
- ✚ A first aid kit must be kept within both indoor and outdoor play spaces. In the event of an injury or illness, first aid will be administered in accordance to relevant training procedures. If needed the ambulance will be notified for extra first aid support.

**It is the responsibility of ALL staff to ensure that their first aid qualifications are up to date as part of their obligation to provide a DUTY OF CARE to all children and colleagues.**

## Head Injuries

If a child has a head injury educators must notify the parent(s)/caregivers via telephone and administer the appropriate first aid and complete an injury form. In the interest of children's health, safety and wellbeing, a child sustaining a serious head injury will need to be collected by their parent/caregiver. It is also recommended that the parent/caregiver seek medical advice and notify the kindergarten of any outcome.

## Staff absences

If a staff member is unwell and is unable to come to work he/she must contact the director via text message or phone call by 6:30am on the same day. The Director will then inform the staff member whether he/she will be required to find a reliever. Once the reliever is found then the staff member will need to inform the director of the name of the person who will be relieving them for that day. All staff members must inform the director by 12pm on the day they are absent if they will be returning to work the following day, to ensure the organisation of relief staff where deemed necessary. If an educator is absent on a Monday or Friday or for more than 2 consecutive days then a doctor's certificate must be provided. **All educators need to ensure that they are provided with an up to date relief contact list.**

***If the centre is understaffed at any time the Director or Lead Educator must inform HR immediately. It will then be up to the discretion of the Director or Lead Educator to ensure that procedures are put in place that warrant the safety and wellbeing of all children and educators, for example combined indoor/outdoor play.***

**References:** Staying Healthy – Preventing infectious diseases in early childhood education and care services, 5<sup>th</sup> edition (updated June 2013).

Child Health and Education Support Services (CHESS) A DECD initiative.

DECD Infection Control Procedures

DECD Crisis management and Critical Incident Management

Grey Ward children's Centre, Adelaide.

National Quality Framework, ACECQUA

## Policy Review, December 2019

*A Medical Clearance letter is a formal letter written by a medical practitioner who states that a child is fit and healthy to return to the kindy and does not pose any risk to other children.*