



2.2 General Health and Wellness Policy

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Aims

The centre aims to:

1. Provide a healthy environment that will foster general wellness and wellbeing in children and thus support their ability to actively explore and learn in this early childhood setting
2. Support families by appropriate duty of care practices to foster the ongoing health and wellness of children at the centre
3. Interact with and support community health programs as necessary, in this rural area
4. Support the Director financially and in terms of time release to undertake mandatory health related training, and where possible, any other staff

To this end this policy will address the following health and wellness procedures:

1. Mandatory health training & certification of staff
2. Fever/Acute fever/convulsions
3. Allergies/severe allergies/anaphylaxis
4. Asthma
5. Head lice
6. H.I.V.

Legislative Requirements

Education and Care Services National Regulations 2011

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulation 2001

Who Is Effected By This Policy?

Children

Families

Staff

Management

Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics:	1-1, 1-2, I-5, II-1, IV-2, IV-3
Early Years Learning Framework:	Outcomes 1.1, – Principles – 1, 2, 4
Education & Care Services National Regulations:	89, 92-95, 136, 160-162, 168(2,IV)
National Quality Framework:	Quality areas – 2.1.1, 2.1.2, 2.2.1, 2.2.2, 3.2.1, 4.1.1, 5.1.1, 5.1.2, 5.2.2, 6.1.1, 6.1.2, 6.1.3, 6.2.2, 7.1.2

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Sources/References

Education and Care Services National Regulations 2011

Anaphylaxis Australia

<http://www.allergyfacts.org.au/foodalerts.asp> (Retrieved January 2012)

Asthma Facts. Asthma Foundation Australia

<http://www.asthmaaustralia.org.au> (Retrieved January 2012)

NSW Government: NSW Health: Allergies & Anaphylaxis

<http://www.health.nsw.gov.au/factsheets/general/allergies.html>

(Retrieved January 2012)

NSW Government: NSW Health. Head lice

<http://www.health.nsw.gov.au/PublicHealth/environment/headlice/index.asp>

(Retrieved January 2012)

Procedures

1 Health certification of staff

The Director and Committee of Management must ensure that:

1.1 At least one educator (but not necessarily the same person) has (1) a current approved First Aid certificate, (2) undertaken anaphylaxis management training and (3) undertaken emergency asthma management training (Education & Care Services National Regulation No. 136). The Director of the centre must be trained/certified in all these areas

1.2 This certification is updated as per the requirements. Training in relation to the emergency management of anaphylaxis, asthma and CPR must be updated each year, regardless of whether or not the person has a First Aid Certificate, i.e. four separate training sessions may be required. Given this fact, the Committee of Management will allocate the staff one child free day a year for this training to occur in order to complete the mandatory training in all these areas. This is to allow for training to occur at the centre, hopefully for all staff

1.3 The Committee of Management will cover the Director's costs for health training as required by the regulations, and will if finances allow, also cover the cost of training for assistant staff. If the service is required to have a certified supervisor other than the Director, the committee will also fund the mandatory health training for this person

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2. Fever/acute fever/convulsions

If a child has a minor fever but seems well and is happy there is no need to treat a fever. With a moderate fever the child should be observed and if necessary allowed to rest and encouraged to drink small, frequent amounts of water. In all cases the child's parents will need to be informed when they collect their child. If the fever is above 38.5°C **and the child is upset and/or uncomfortable** or has other symptoms such as a sore throat, they may be given paracetamol. The procedure for this is covered in the Medication Policy.

2.1 Managing fever

2.1.1 Staff should help the child feel more comfortable by removing some clothing, sponging with luke warm water and fanning the child. If the child becomes too cool, they should put on more clothing . The child should be encouraged to drink small, frequent amounts of water. These procedures will not reduce the fever but will help the child to feel more comfortable

2.2.1 Children with a fever are not usually interested in eating and need not be encouraged to eat.

2.3.1 Staff should continually watch the child for signs that they may be feeling worse and parents will be informed when collecting the child, an incident, injury and illness record.

2.4.1 For a child who has a fever over 38oC an appropriate dose of paracetamol may be given provided it is administered in line with the procedures in the Medication Policy. Legal advice is that parents should be contacted by phone to give their approval, whether or not they have signed approval in the Medication Authority form. It is required for another staff member to witness and sign the Record of Paracetamol Administration Form.

2.3 Managing convulsions

Of those children under 6 years who may have an acute fever (over 38 deg C),1 in 30 may have a febrile convulsion at one time or another. This usually happens between the ages of 6 months and 6 years. Febrile convulsions are not harmful and do not cause brain damage. They are, however, quite upsetting to witness. Most children with febrile convulsions only ever have one fit. There is no increased risk of epilepsy in children who have febrile convulsions (Royal Children's Hospital, Sydney). There is nothing that can be done to make the convulsion stop. The important thing is that staff members remain calm, this will also reassure the other children.

Signs and symptoms of a convulsion:

The child usually loses consciousness.

Their muscles may stiffen or jerk and this may last for several minutes.

The child may go red or blue in the face.

When the movements stop, and the child regains consciousness but is sleepy or is often irritable afterwards.

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Treatment during a convulsion

- 2.3.1 The child will be placed on a soft surface, lying on his or her side or back. The child will not be restrained.
- 2.3.2 **Staff will not put anything in the child's mouth.** The child will not choke or swallow their tongue as was once commonly thought. Any dangers around the child will be removed.
- 2.3.3 Staff will ring an ambulance on 000 and focus on the changing state of the convulsion, and how long it lasts plus any other details that will need to be included in an incident report.
- 2.3.4 Staff will contact the parents as soon as possible.
- 2.3.5 Staff will fill out an Incident Report Form.
- 2.3.6 The director or Responsible person will notify the Regulatory Authority within 24hrs.

3. Allergies/severe allergies/anaphylaxis

Severe allergic reactions are usually triggered by a limited number of allergic exposures. These include injection, swallowing, inhaling or skin contact with an allergen by a severely allergic individual. Examples of injected allergens are bee, hornet, wasp and yellow jacket stings; certain vaccines that have been prepared on an egg medium; and allergen extracts used for diagnosis and treatment of allergic conditions. Antibiotics such as penicillin can trigger a reaction by injection or swallowing.

Anaphylaxis is a severe allergic reaction with symptoms such as shortness of breath, wheezing, swelling of the tongue, swelling or tightness in the throat, rash, and loss of consciousness. It is a life-threatening condition that requires emergency treatment. Common substances which can cause severe allergic reaction include bee stings, insect bites, nuts, eggs, fish, drugs etc. **Cootamundra Preschool** aims to minimise substances that have the potential to cause a severe allergic reaction to the children who attend the centre.

Anaphylaxis is an emergency condition requiring immediate professional medical attention. Adrenaline is a drug that should be given by injection without delay. Adrenaline comes in multiple formats, one of them called EpiPen® that might be carried by individuals. At least one staff member should be trained in the administration of an EpiPen®. Antihistamines may be given to further reduce symptoms (after lifesaving measures and adrenaline are administered) but if so this must be part of the child's risk minimisation plan that parents develop with the Room Leader at the initial enrolment interview.

Management of allergic reactions including anaphylaxis

3.1 The centre Room Leader will obtain medical information at the initial enrolment interview regarding any identified allergies in children who will be attending the centre. The parents will be asked for supporting documentation and with the Director will discuss strategies to minimise risks for the child, and will develop a risk minimisation plan. This plan must be discussed with all staff and be readily accessible for all staff in the medication cupboard. It must be signed and dated by both the Director, room leader and parents with a copy and Medical Conditions Policy given to the parents and should include:

Clear identification of the child (photo),
Documentation of the allergic triggers,
Documentation of the first aid response including any prescribed medication, plus EpiPen® if needed,
Identification and contact details of the doctor who has signed the action plan

3.2 Staff will be trained to undertake a preventative approach with children known to have allergies. For example the Director will ensure that no poisonous plants or plants known to cause skin irritations etc are growing at the centre. Carpets will be cleaned regularly and staff will ensure there is no dampness or mould in the building. An EpiPen is kept at the service in the medication cupboard and in the evacuation kit at all times.

3.3 At least one staff member will have received instruction in anaphylaxis management training including EpiPen® use. If for some reason this is not always possible or the staff member is away from the centre then the parents must be informed before a child at risk of anaphylaxis is left at the centre. Nonetheless the Director will ensure that all staff are informed of the necessary First Aid procedures should they be present when a child has a severe allergic reaction.

3.4 Staff will ensure there is no trading and sharing of food, food utensils and food containers at the centre. Children with severe food allergies will only eat lunches and snacks that have been prepared at home, unless provided by the parent in the risk minimisation form that they can be involved in cooking activities at the service.

3.5 Bottles, other drinks and lunch boxes provided by the parents for their children will be clearly labelled with the name of the child for whom they are intended.

3.6 The use of food in crafts, cooking classes and science experiments may need to be restricted depending on the allergies of particular children. This will occur at the discretion of the Director.

3.7 Food preparation staff/volunteers should be instructed about measures necessary to prevent cross contamination during the handling, preparation and serving of food. Examples would include the careful cleaning of food preparation areas after use and cleaning of utensils when preparing allergenic foods.

3.8 Parents will be asked not to send food containing highly allergenic foods such as egg and nut products to the centre

3.9 Children who have been prescribed an EpiPen® cannot attend the centre unless they have it with them. All EpiPens® must be signed in and placed in a box containing the child's photo, and kept on top of the First Aid Kit. It is the parent/s responsibility to ensure their child's EpiPen® is not out dated.

3.10 On special occasions such as excursions, staff will increase their supervision of anaphylactic children.

3.11 In some circumstances it may be appropriate that a highly allergic child does not sit at tables where the food to which they are allergic is being served. All tables must be cleaned and sanitised after food has been consumed there.

2.12 In the situation where a child who has not been diagnosed as having an allergy yet appears to be having an anaphylactic reaction, staff will immediately:

- Commence First Aid measures
- Call an ambulance 000
- Contact the parent/guardian or nominated emergency person if the parent/s are not available

4. Asthma

It is the parent/s role to inform the Director at the initial enrolment interview if their child has asthma. Details of the child's medication and any other management procedures must be discussed so that the room leader can develop a risk minimisation plan for the child. Spare asthma medication and puffers need to be provided by the parents and kept at the service at all times. All asthma medication will be stored safely at the centre out of reach of children and dispensed as per this centre's Medication Policy procedures. The Cootamundra Preschool also has its own asthma medication and puffer in the medication cupboard as well as in the evacuation kit.

4.1 The child will be comforted, reassured and placed in a quiet area under the direct supervision of a suitably experienced member of staff.

4.2 Asthma medication will be immediately administered as outlined in the child's asthma management/medical emergency plan.

4.3 The parent/guardian will be contacted by phone immediately if staff become concerned about the child's condition or if this is requested in the child's asthma management plan.

4.4 In the event of a severe attack, the ambulance service will be contacted immediately and the 4 Step Asthma First Aid Plan will be implemented until the ambulance officers arrive.

5. Head lice

The Director will:

- 5.1 Parents will be notified if a child has been itching their head regularly during the day. Parents will need to check for headlice and if necessary commence treating their child's hair.
- 5.2 Provide up to date information on head lice from a recognised authority and display this information at the centre or distribute it by other means.
- 5.3 Keep families informed if there has been a confirmed case of headlice at the service. (while maintaining confidentiality).

6. H.I.V.

AIDS is a medical condition that can damage the immune system of the body. It is caused by a virus, which is transmitted by the exchange of body fluids, which primarily occurs through sexual contact.

The confidentiality of medical information regarding an HIV positive child must be observed and is a legal right of the child or adult. By law parents are not required to inform the centre if they or their child has HIV, but in the event that they do, the information disclosed to the Director must not be disclosed to other staff members unless the parent provides written authorisation for the Director to do so. By law, HIV positive children must be accepted into schools and early childhood centres. Similarly, staff members who have been infected by HIV are not obliged to disclose their status to their employer but are expected to act in a responsible manner towards other staff members, parents and the children in their care.

Preventative management of HIV:

- 6.1 Staff in the Centre will carry out routine universal hygiene precautions at all times to prevent the spread of any infection. These will be the same procedures for hand washing etc that are in the General Hygiene & Wellbeing Policy and will be common practice at the centre.
- 6.2 Care will be exercised by staff regarding exposure to body fluids or blood as per the centre's General Hygiene & Wellbeing Policy.
- 6.3 To perform resuscitation on any child including a child infected with HIV, precautions will be taken. The use of disposable mouth to mouth masks will be used.
- 6.4 Unwell children will be assessed by their doctor before they are excluded.
- 6.5 Children with abrasions will cover these abrasions whilst attending the centre. If abrasions cannot be covered and is regularly bleeding, as a precaution it is necessary for the child to be excluded from the centre until the wound has healed or until abrasion can be covered.
- 6.6 No HIV positive child, staff member or parent shall be denied First Aid at any time.
- 6.7 Current information about H.I.V. will be available to staff and families on request.

The Director will ensure that this policy is maintained and implemented at all times.