

Name of your Centre: Pines Learning
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Distributed to: All Clients and Staff
Initialed by: Dianne Lacaze – President, COM



MEDICATION/ILLNESS/INJURY POLICY – **Pines Learning.**

POLICY

It is the obligation of this Centre to ensure that all children are cared for in a safe and healthy environment. To fulfil this obligation the Centre must abide by the Children's Service Regulations and Children's Services Act.

PROCEDURE

Any medication administered to a child while at the Centre must be authorised in advance by the parent/guardian filling in the Medication Book. Only medication prescribed by a medical practitioner, with the child's full name and dose to be given printed on the medication will be administered. Fever reducing, symptomatic medication such as Panadol, Demazin, eye drops, homoeopathic medicines etc. must be administered by parents/guardian before or after the session, staff are not allowed to administer such medications. If your child is unwell they should be kept at home.

If your child becomes ill while at the Centre, parents/guardians will be notified immediately to collect the child. A staff member will remain with the child to care for and comfort until they are collected.

Any bodily fluid spills such as blood or vomit will be dealt with by staff using protective gloves and ensuring it is cleaned properly to prevent infection spreading to other children and staff.

If your child has an accident during the session it will be recorded in the Accident Book along with any treatment your child receives. The parent/guardian will be asked to sign this book when collecting the child.

If staff feel the child is unable to remain at the Centre due to the injury or their emotional state the parent/guardian will be contacted immediately.

In the event of a child sustaining a serious injury including serious injury to the head which could affect the consciousness of the child an ambulance and parents/guardians will be called immediately. A staff member with current First Aid Training will remain with the child to administer first aid, monitor the child and ensure the child remains calm.

An unqualified staff member will accompany the child in the Ambulance if the parent/guardian has not arrived by this time.

The Qualified staff member will remain at the Centre and will ensure that child/staff ratios are met throughout, record relevant information in the accident/injury book and notify a Representative of the Licensee as soon as practicable.

The Department of Education and Early Childhood Development will be notified of any major accidents / incidents or any instance where a child has required medical assistance relating to an injury received whilst attending the centre within 24 hours. All costs associated with an ambulance service and subsequent treatment will be the parent's/guardian's responsibility.