

Policy on Health

St Pius X OSHC strives to maintain a healthy environment in which children can grow, play and be safe. This includes safe procedures for the environment, handling of medication, dealing with allergies, managing unwell children and infection control.

Specific policies and procedures:

Environment

- * The OSHC indoor and outdoor environments will be smoke-free. The school is a non-smoking area. This includes all indoor and outdoor play areas and anywhere within sight of children. The OSHC environment will also be drug and alcohol free (except on rare social occasions limited alcohol may be served to families only as part of a Christmas celebration with approval from current principal).
- * All rooms in the OSHC service will be well ventilated with appropriate heating and cooling facilities.
- * The director and staff will take individual needs and specific activities into account when ensuring that lighting, heating and noise levels are comfortable.
- * Consideration for environmental protection will be encouraged in the children's activities and in the day-to-day operation of the service.
- * In the interests of children's health, staff are encouraged to use environmentally friendly products at the service wherever possible.
- * Rubbish will be disposed of in an environmentally friendly way, and products recycled whenever possible.
- * The rooms and outdoor areas will be scanned daily for any potential hazards. Educators are to make Director aware of any hazards or potential hazards to be acted upon as necessary. Each morning the first educator outside will scan the yard and sign off in the diary that it has been checked.
- * The environment will be aimed to be kept allergy free eg no nut products to be brought by children or provided by the service.
- * Children will be supervised at all times in all environments.

Medication

- * Children's medication must:
 - be prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements
 - OR
 - be an over-the-counter medicine that has been authorised by the child's parent.
 - AND
 - the parent has completed and signed the service's Medication form.

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- * Staff must sign the Medication form when they witness children taking it.
- * Medication is to be given directly to a staff member, not left in the child's bag (except for Ventolin)
- * Staff must not prepare respirator or bronchodilator mixtures for use in air pumps. If a nebuliser is prescribed by a doctor, instead of a 'puffer', and it is necessary for the child to bring the pump to the service, the parent should supply an appropriately labelled container with the solution pre-mixed.
- * Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.
- * All illness at the service shall be recorded on the Accident/Illness Record
- * If children are receiving medication at home but not at the service, the service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.
- * Staff must not administer injections unless they have completed training in this.
- * Staff are discouraged from dispensing analgesics (e.g. headache tablets) except where the person administering first aid considers that giving an analgesic will help alleviate a child's significant pain and the parent has been contacted. When this occurs:
 - only a person with a first-aid qualification is authorised to give the analgesic
 - a record must be kept of the name of the child who is given the analgesic, and the reason for giving them
 - a record must be kept of the type, number and frequency of analgesics given
 - the parent has given consent
 - the child's parents must be advised in writing of the analgesic given, the amount; and the time at which it was given and sign acknowledgement

Allergies

- * Where a child has a known allergy it should be recorded on the enrolment form and all staff made aware of it.

Management of unwell children

- * If a child becomes unwell while at the service, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, staff will phone emergency contacts.
- * If a child requires immediate medical aid, the service staff will secure that aid and notify the parent.

- * If medication is required in an emergency, and there is no prior consent of the parent, the service staff will obtain consent from a registered medical practitioner, if possible the family's preferred medical practitioner.

* For specific Policies and Procedures on Hygiene and Infection Control, please refer to the Policy on Infectious Diseases and Infestations