MADISON PARK KINDERGARTEN

POLICIES AND PROCEDURES

Please follow the link to access policies on the DECD website
1. Administration of Medication Procedure

PROCEDURE STATEMENT

At Madison Park Kindergarten we are committed to:

- providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors.
- Responding to the needs of the child if the child is injured, becomes ill or is traumatised whilst attending Madison Park Kindergarten.
- Ensure safe and appropriate administration of medication in accordance with legislative requirements

RATIONALE

Madison Park Kindergarten recognises that ill children are best cared for at home. This will also prevent the spread of infection. Furthermore when a child is unwell they require one to one care which a preschool is not able to provide.

Children who are not well in the morning should be kept home. If a child becomes unwell during the day parents will be asked to collect them from the preschool. Madison Park Kindergarten acknowledges that the staff are not Health Care Professionals. For that reasons parents are encouraged to administer prescription medication where possible at home either before or after the child attends the preschool.

SCOPE

This procedure applies to all families who attend the kindergarten and all staff including volunteers.

MEDICATION PLAN

If children require medication while at kindergarten a Medication Plan needs to be completed by the family’s medical practitioner. This will ensure that staff members are clear about the procedures to follow.

For short term prescription medication needs (e.g. antibiotics) parents may need to complete a signed authority (Administration of Short Term Medication Authority) if there is no medication Plan available. Instructions must match those on the label of the medication.

Please note that the kindergarten staff cannot administer a first dose of medication if the child has never had it before in case there is an allergic reaction.

Staff are not able to administer non- prescription medication. (e.g. eye drops, ear drops & pain relief medication)
HEALTH CARE PLAN

We recognise that there are children who have ongoing health issues (e.g. asthma, allergies, epilepsy, or diabetes) and may need scheduled or unscheduled administration of medication at the kindergarten. In this case we require a Health Care Plan to ensure that these conditions are managed correctly. A Health Care Plan needs to be completed by the medical practitioner and returned to the Kindergarten on diagnoses. In some cases it may be necessary to have a Medication Plan in conjunction with a Health Care Plan.

Copies of Medication and Health Care Plans are available from the kindergarten.

PROCEDURE

Storage:

- Medication is to be handed to a staff member by the Parent or Guardian unless alternative arrangements have been made with staff
- Medication is kept in a childproof cupboard or the kitchen refrigerator as is appropriate
- Medication is not to be left in a child’s bag.

Medication Logs:

- A medication log for staff to record prescription medication administered to each child with a Medication/Health Care Plan will be maintained for each child.
- Each child is to have their own sheet to ensure confidentiality
- A staff member is to fill out detail and sign after administering medication
- For the Administration of short term medication Parents must complete a signed authority.

Prescribed Medication

- Only medication with the original label will be administered
- Medication will only be administered in strict accordance with the instructions on the pharmacy label. Only the prescribed dosage on the pharmacy label will be administered by staff. It is recommended that the medication should be provided in a single dosage or daily dosage.
- Medication will only be administered to the child for whom the pharmacy label indicates it was prescribed.
- The dose and times of medication to be administered are to be recorded accurately by the parent on the medication log each day, and the form signed by the parent. Unless written authority is given for medication to be given, medication will not be administered.
- The staff member who administers the medication will confirm all written instructions with another staff member, write down the time and dose administered and both staff will sign the form.
- After taking medication the child will be monitored by staff.
• Parents will be informed if an incident occurs where the child is administered the incorrect medication; administered the incorrect dose as prescribed on the medication log; staff forgets to administer the medication; or the medication was administered at the incorrect time.

• If any medication is accidentally dropped it will not be administered to the child or returned to the original container.

• Always inform staff that your child is on medication if they have been given medication before arriving at the Kindergarten.

• Parents need to administer the first dose of antibiotics 24 hours before the child returns to the kindergarten.

• Staff will not administer invasive medication such as nose, ear, eye drops or rectal medication. Any conditions needing injections will not be administered with the exception of staff trained in the use of epi-pen emergency treatment for anaphylaxis.

• Parents are encouraged to ensure that when antibiotics are prescribed for their child, the full course of medication is competed.

Issue 2: Ratified by Governing Council on 19th. May 2016
2. Allergy Awareness Procedure

PROCEDURE STATEMENT

We aim to provide a safe play and learning environment for all children at Madison Park Kindergarten and to raise the awareness of all members of the community regarding severe allergies.

Implementation:

- The Allergy Awareness Procedure will be managed by:
- Parents and caregivers being requested NOT to send food to kindergarten that contains nuts (especially peanuts). This includes peanut paste, Nutella, all nuts and cooking oil containing nuts.
- Educators supervising eating at all meal times
- Children being encouraged NOT to share food
- Educators participating in training and understanding and dealing with Anaphylaxis
- The families complying with the Anaphylaxis Management Policy

Children that bring food that contains nuts or nut products will be asked to eat that food away from any other children and to wash their hands before going to play

Promotion:

- Parents and caregivers being informed via the newsletter
- New families to the centre being informed via the enrolment Information Package
- Educators being informed and provided with training opportunities
- Children being informed via Educators, signs and the newsletter

The Madison Park Kindergarten acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Thus we are a "Nut Aware Kindergarten".

Issue 2: Ratified by Governing Council on 19th. May 2016
3. Anaphylaxis Management Procedure

PROCEDURE STATEMENT:

Madison Park Kindergarten is committed to maintaining a safe and healthy environment for both children and staff. This includes providing for the needs of children and staff that may have anaphylactic conditions including nut allergies. For these individuals exposure to triggers may constitute a serious risk to their health and well-being.

While it is not possible to guarantee that the environment will be completely free of potential hazards, risks can be minimised by compliance with reasonable guidelines. Madison Park Kindergarten follows practices to reduce the risk of exposure and implements procedures to ensure professional management of allergic reactions.

Madison Park Kindergarten in partnership with families and following the recommendation of medical professionals is committed to:

- Raising the awareness of anaphylaxis amongst those involved with the kindergarten
- Providing the necessary procedure to ensure the health and safety for all persons with the kindergarten
- Providing a safe environment in which children with severe allergic reactions can participate in activities to their full potential

RATIONALE

The Australian Society of Clinical Immunology and Allergy (ASCIA) informs us that food (e.g. nuts, eggs, cow's milk, fish, shellfish, sesame and soy) is the most likely trigger for an anaphylactic reaction in susceptible younger children. However other hazards may include bees, other insects and more rarely medication. *It is estimated that 1 in 200 people will experience an anaphylactic reaction at some time during their lifetime.* The most common trigger for anaphylaxis is peanuts or tree nuts and consequently this procedure is written with nut allergies in mind.

SCOPE:

This procedure applies to all families who attend the kindergarten and all staff including volunteers.

IMPLEMENTATION:

Management of anaphylaxis is by avoidance of the trigger in this case nuts. To this end the following guidelines are in place:

- For snack parents are requested to **preferably** only send fruit, vegetables, yoghurt, and cheese but if this is not possible refer to our Healthy Food Procedure
- For children staying for lunch Parents are requested **NOT** to send food that contains nuts, e.g. peanut butter or Nutella.
On enrolment:

- Parents must indicate on the enrolment form if their child has experienced a severe allergic reaction and discuss the child’s needs with a staff member.
- Before commencement at the kindergarten Parents will be requested to have their medical practitioner complete anaphylaxis action and care plan. It is the responsibility of the Parent to inform staff if there is any change to the medical information detailed in the action plan.
- Staff will then develop and document an appropriate health plan including a photograph of the child. A copy will be provided to the parent with additional copies stored in the Health Needs Folder and with their enrolment form.
- Parents will supply appropriately labelled and prescribed medicines as per the care plan.
- All parents will be requested to comply with the snack and food guidelines outlined.

STAFF RESPONSIBILITIES:

- Staff will ensure that the appropriate care plans are in place, information regarding children with known allergies (with photographs) and that all staff are aware of children with anaphylactic reactions.
- Staff will discourage children from sharing food from home while at kindergarten and encourage awareness of inclusive practices for the needs of different children.
- Staff will liaise with Parents to ensure that food bought to kindergarten complies with the snack and lunch guidelines.
- Staff will ensure that cooking experiences will not include ingredients from the list of current allergies and at no time will include nuts or products containing nuts.

PROMOTION:

This procedure will be promoted through:

- Information provided on enrolment for all families
- Information provided for staff on induction and at regular intervals
- Signs at the kindergarten
- Reminders in newsletters as required

Issue 2: Ratified by Governing Council on 19th. May 2016
4. Asthma Procedure

PROCEDURE STATEMENT:

Madison Park Kindergarten is committed to

- Providing a safe and healthy environment for all children enrolled at the centre
- Providing an environment in which all children with asthma can participate fully in the programme
- Providing a clear set of guidelines and expectations to be followed with regard to the management of asthma
- Raising the awareness of asthma amongst the preschool community

The aim of this Procedure is:

- For all children with asthma enrolled at the kindergarten to receive appropriate attention as required
- To respond to the needs of children who have not been diagnosed with asthma and who have an asthma attack at the kindergarten

RATIONALE

Asthma is a chronic health condition affecting approximately 15% of children. Asthma attacks involve the narrowing of airways making it difficult to breathe. Symptoms commonly include difficulty breathing, wheezy breathing, dry irritating cough, tightness in the chest and difficulty speaking. It is one most common reason for childhood admission to hospital.

It is generally accepted that children under the age of six do not have the skills and ability to recognise and manage their own asthma effectively. With this in mind the kindergarten recognises the need to educate parents/guardians and staff about asthma and to promote responsible asthma management strategies.

SCOPE

This procedure applies to children, parents, guardians and staff.

IMPLEMENTATION

The staff are responsible for:

- Implementing this procedure on a daily basis and undertaking asthma training as per the regulations
- Asking all parents/guardians as part of the enrolment procedure prior to the child’s attendance at the centre, whether the child has diagnosed asthma and document this on the child’s enrolment record
• Compiling a list of children with asthma and placing it in a secure but readily accessible location which is known to all staff. Relievers will be informed of the list and location of the asthma action plans
• Displaying the Asthma first aid posters in key locations
• Regularly maintaining all asthma components of the First aid kit to ensure all medications are current and any asthma devices are clean and ready for use
• Ensuring that asthma First Aid kit are taken on any excursions
• Ensuring parents/guardians of a child with asthma have been provided a copy of this procedure
• Consulting with the parents/guardians of children with asthma in relation to the health and safety of their child and the supervised management of the child’s asthma
• Promptly communicating any concerns to parents/guardians if it is considered that a child’s asthma is limiting his/her ability to participate fully in all activities
• Modifying activities where necessary for the child with asthma in accordance with their current needs and abilities
• Administering all regular prescribed asthma medication with the child’s asthma Action Plan
• Discussing with the parents/guardians the requirements of the Asthma Action Plan and what is needed for their child

The parents /guardians are responsible for:

• Informing staff either on enrolment or on initial diagnosis that their child has a history of asthma
• Providing all relevant information regarding the child’s asthma via the asthma action plan
• Notifying the staff in writing of any changes to the information entered on the asthma action plan if this occurs
• Providing an adequate supply of appropriate asthma medication and equipment for their child at all times, for example, blue reliever medication and spacer
• Communicating all relevant information and concerns to staff as the need arises, for example, if asthma symptoms were present the previous night
•Consulting with the staff in relation to the health and safety of their child and the supervised management of the child’s asthma
• Full payment for a replacement spacer if it has been necessary for the staff to use the kindergarten owned spacer which by law is a one only use.
• Ensuring that Asthma Medication is handed in to staff member for storage and NOT left in child’s bag

PLAN OF ACTION FOR A CHILD WITH DIAGNOSED ASTHMA:

The staff together with the parents/guardians of a child with asthma will discuss and agree on a plan of action for the emergency management of an asthma attack based on the 4 Step Asthma first aid plan. This plan will be included as part of or attached to, the child’s asthma action plan and enrolment record. This Plan should include action to be taken where the parent/guardians have provided asthma medication and in situations where this medication may not be available. The Action
to be taken if a child suddenly collapses or has difficulty breathing with a possible asthma attack.

**CHILDREN WITH A KNOWN ASTHMA CONDITION:**

Staff will follow the agreed plan of action for the child for the emergency treatment of asthma attack as detailed in the asthma action plan. If the child’s asthma action plan is **NOT** available staff should immediately commence the standard asthma emergency protocol detailed below:

- **Step 1:** Sit the child upright and remain calm to reassure them
- **Step 2:** Without delay shake a blue reliever puffer and give 4 separate puffs through a spacer. Use one puff at a time and ask the child to take 4 breaths form the spacer after each puff.
- **Step 3:** Wait 4 minutes. If there is no improvement repeat Step 2.
- **Step 4:** if still no improvement after a further 4 minutes – call an ambulance immediately (dial 000) and state clearly that the child is “having an asthma attack”
- **Continuously repeat Steps 2 & 3 whilst waiting for an ambulance.**

In an emergency the blue reliever puffer used may be the child’s own or from the First Aid Kit. **Only staff that have completed a course in Asthma First Aid may access the blue relieve puffer for first aid purposes from the First Aid Kit.**

If staff are **not** aware that children have pre-existing asthma:

In this situation staff will:

- **Step 1:** call an ambulance immediately (dial 000) and state that the child is having breathing difficulty.
- **Step 2:** Administer 4 separate puffs of a blue relive puffer via a spacer. Use one puff at a time and ask the child to take 4 breaths form the spacer after each puff.
- **Step 3:** Keep giving 4 separate puffs of a blue reliever puffer every 4 minutes until the ambulance arrives.

This treatment could be life saving for a child whose asthma has not been previously recognised and it will not be harmful if the collapse or breathing difficulty was not due to asthma. Reliever medication is extremely safe, even if the child does not have asthma.

**REPLACEMENT OF SPACER DEVICES:**

From July 2012 Asthma Australia has implemented a national procedure of single use of spacers. It is now recommended that best practice for infection control is to no longer reuse or try to clean spacers. If the kindergarten staff use a spacer from the Asthma Emergency Kit for emergency use it is expected that parents will pay for a replacement spacer.

**Issue 3:** Ratified by Governing Council on 19th. May
5. Delivery and Collection of Children Procedure

PURPOSE

To ensure the safety of children and safeguard the effective functioning of Madison Park Kindergarten, children attending the centre must be delivered and collected within the official opening hours of 8:55 and 2:55 pm. They must also be collected by people authorised by the parent/guardian to do so.

AIMS

- To ensure the safety of children at all times
- To ensure the efficient operation of the centre
- To ensure educators working conditions are maintained
- To maintain the centre’s legal responsibilities and duty of care

PROCEDURE

Delivery of children

- A child must be ‘signed in’ by the parent/guardian on arrival at Kindergarten

Collection of children

- A Child must be ‘signed out’ by the parent/guardian on collection of Kindergarten
- A child will be handed over by educators to parent/guardians and authorised persons only

Authorised Persons

- An authorised person is anyone given permission on the enrolment form by the enrolling parent
- It is the parent’s responsibility to keep the Kindergarten informed of any changes to the authorised people
- If someone not stated on the enrolment form is collecting the child it is the parent’s responsibility to inform educators of the person’s name. If educators have not previously met that person, photo identification (driver’s license) will be requested
- When someone who does not usually collect the child has been asked to collect the child, the child’s parent should write the date & name of the person collecting their child from Kindergarten in the Parent Communication Diary located next to sign in sheet.
- If someone unknown to educators attempts to pick up a child the parent will be notified (if possible) and permission sought before ‘handing over’ the child.
- Children will not be handed over until a person’s identity is established and permission is given from the parent/guardian
Late collection of children

- Parents/guardians must contact the Kindergarten if they are going to be running late. As children can become distressed when parents are running late.
- If you believe that you are going to be more than 10 minutes late please arrange for someone alternative to collect your child. Educators are involved in many after hour tasks including meetings on and off site which are encumbered if children remain on the premises to be supervised.

Court Orders

- Any parent gaining a Court Order or injunction against the access of their spouse, exposure or other adult to their child, must inform the Kindergarten immediately and provide a copy of that Court Order.
- Please note that a parent will not be denied access to their child if the kindergarten do not have a copy of the custody order.

Links to national Quality Standard 2.3: Each child is protected. 2.3.1: Children are adequately supervised at all times

Issue 2: Ratified by Governing Council on 26th. May 2016

At Madison Park Kindergarten we believe that children learn best through play when they are highly engaged, have the time and space to try things for themselves in a safe, caring environment where everyone is valued and where ‘belonging, being and becoming’ for every child is a given. We believe that:

- Everyone has the right to feel safe and secure
- Children learn best when they experience success and have positive self esteem
- A respectful environment is conducive to teaching and learning and respects the rights of everyone
- A partnership between staff, children and families is important in order for sharing information and modelling appropriate behaviours.
- Early behaviour intervention is effective in guiding children to learn about appropriate behaviour in a social setting as well as minimising the development and long term effects of ongoing challenging behaviours.
- Strategies must address the needs of individual children.

APPROPRIATE BEHAVIOURS ARE ENCOURAGED AND EMBEDDED IN OUR TEACHING PRACTICES.

Children are encouraged to:

- Keep themselves and others safe
- Share, take turns and cooperate
- Respect and care for others
- Respect and care for their environment
- Learn to be responsible for their own behaviour
- Discover positive ways to resolve grievances
- Engage & have fun in their learning

BEHAVIOURS –BOTH PHYSICAL AND VERBAL WE CONSIDER INAPPROPRIATE / UNACCEPTABLE ARE THOSE THAT:

- Make an individual feel unsafe
- Can cause an injury to themselves or others
- Cause harm/damage to other’s work or property
- disrupt other children’s play

We minimise challenging behaviour by using the Restorative Justice Practices that support children to empathise with others and restore relationships. The child is encouraged to:

- Repair the harm done
- Acknowledges the feelings/harm done
- Cares for the other person
- Take responsibility for behaviour/ feelings
Challenging behaviours may require a child to have an individual behaviour plan which is developed in consultation with educators, parents and DECD support services.

Educators will:

- Work toward building relationships with children
- Use appropriate behaviour & language with children
- Offer encouragement and positive feedback on behaviours and actions
- Problem solve with the child/children. What could they try? What could they say? What might happen next?
- Be consistent and follow through when managing behaviours
- Coach, model and support the child to voice their own feelings and needs so that they are able to respond to situations appropriately
- Guide the child in using calming strategies e.g. taking a walk outside, deep breathing

If challenging/unsafe behaviours persist we will:

- Direct the child to another activity or redirect the play
- Remain with the child until he/she is calm
- document unsafe behaviour and inform parents

TO PROMOTE POSITIVE BEHAVIOUR AND INTERACTIONS WE WILL:

- plan for and provide an environment that promotes a sense of belonging, being and becoming and provides opportunities for learning through play
- use positive verbal and non-verbal guidance
- involve children in developing group norms and the discussion of rules that will guide behaviour
- discuss ‘feelings’ with children to build on their understanding about how feelings affects behaviour

Parents will be provided with a copy of the Guiding Children’s Behaviour Code on enrolment. The Code will also be on display at the kindergarten. We ask parents to support the Code by encouraging children to practice appropriate behaviour & play skills. The Play and Learn Social Skills Programme is available for parents to assist with supporting children in learning group skills.

Links to national Quality Standard: 5.2.2. Each child is supported to understand how their own actions affect others. 5.3. Each child’s behaviours interactions and relationships are guided effectively. 5.3.1 Behaviour guidance strategies preserve the dignity and rights of the child at all times. 5.3.2 Each child is supported to manage their own behaviour and respond appropriately.

Issue 3: Ratified by Governing Council on 19th May 2016
7. Change of Children’s Clothing & Toileting Procedure

PROCEDURE STATEMENT

To change children’s clothing in a risk free and friendly environment where the child's needs and feelings are considered when the necessity arises for their clothes to be changed.

To ensure that children learn how to manage toileting skills in a positive & supportive environment

RATIONALE

We encourage children to be independent in caring for their personal needs. Research has suggested that encouraging these skills enhances children’s self-esteem as they gain much needed self-help skills for future development. When the need arises for staff to change children it will be done in a manner that is respectful & supportive of their physical and emotional needs.

GUIDING PRINCIPLES

- Only educators or a child’s own parent will assist children in toileting/changing clothes (not volunteers, students or visitors)
- Children’s privacy & dignity is respected at all times
- Children are encouraged to recognise the signs of their bodily needs of going to the toilet and encouraged to learn this skill by going to the toilet regularly & with reminders if necessary

SCOPE

This procedure applies to all children who attend the kindergarten.

IMPLEMENTATION

In the instance where a child needs a change of clothing, the staff will encourage the child to undress himself/herself independently as much as possible. Parents are encouraged to provide a named spare set of clothes with their child each day, if their child has difficulty toileting or if they are particular about clothing. In circumstances where the child requires some assistance, the presence of a witness as well the staff member (who is assisting the child) is required.

An educator will have a discussion with the parent/caregiver explaining the reason for the child’s clothing change and notification will also occur through a written note - A toileting/change of clothing form. A record of Changing Children’s Clothing is maintained by staff recording the reason for the change (e.g. water play, soiled underwear) and the staff member involved and counter signed. Wet or soiled clothing will be sent home in a sealed plastic bag with the child for the parents to wash. The replacement clothing will be washed by the family and returned to the centre as soon as possible.

When a staff member is assisting a child to change, it is their responsibility to ensure that the child’s privacy is honoured and that the child feels safe and secure with the procedure.
Educators assisting children to change soiled clothing will use hygiene protocols such as wearing gloves, using disinfectant spray to thoroughly clean the area & remind children about toilet flushing & hand washing procedures.

Issue 2: Ratified by Governing Council on 19th May 2016
8. Emergency Procedure

Please see subsequent page
9. Emergency First Aid Procedure

Madison Park Kindergarten promotes the health, safety and wellbeing of all children enrolled in its preschool program and in accordance with ACECQA Regulations and DECD Guidelines provides a procedure to provide medical attention in case of accident or emergency.

Despite health and safety precautions injuries may be sustained by children, parents, staff or others while at the kindergarten. Where first aid is administered this must be done by a qualified member of staff.

RATIONALE:

To ensure that appropriate first aid measures are applied promptly and efficiently as required by a qualified staff member.

SCOPE:

This procedure applies to all families who attend the kindergarten and all staff including volunteers.

IMPLEMENTATION:

At least one staff member with a current First Aid certificate is to be on duty at all times.

The staff is required to retrain and requalify every 3 years. Staff are to update CPR refresher skills annually.

All staff is to be trained in the Centre’s accident and emergency procedures. Except in immediate and exceptional circumstances, first aid will only be administered by a staff member holding a current first aid certificate. A qualified member of staff must be contacted immediately and will assume responsibility for continued first aid on reaching the patient. An injured or sick child will be transported to hospital by ambulance unless the parent organises other means of transportation.

First Aid Kits are to be kept fully stocked, plus one for excursions and emergency evacuations. First aid kits will be checked and updated 6 monthly. They are to be positioned safely out of the reach of children.

A notice showing emergency telephone numbers (hospital, ambulance, the Poisons Information Centre, Police and Fire brigade) is to be prominently displayed near, and easily seen from each telephone in the kindergarten.

Children’s parent contact numbers and emergency contact numbers during the day will be kept in the Administration Diary on the desk as well the Emergency Pack located in the kitchen.
Notices clearly setting out emergency procedures and resuscitation posters are to be prominently displayed.

**ACCIDENT PROCEDURE:**

Assess the injury:

**If minor:**

1. Give appropriate first aid, complying with health and safety requirements for handling spills and body fluids
2. Notify parents and inform them of what has happened and treatment given
3. If necessary refer injured or ill person to medical care.
4. Complete first aid report of the incident
5. Ensure parents receive copy of the report

**If the incident is serious:**

1. Have staff trained in first aid apply appropriate first aid.
2. Notify parent/guardian or emergency contact or if staff member their next of kin.
3. Call an ambulance if necessary, and have a staff member accompany child or adult in ambulance
4. Complete first aid report and also the details of the accident and the action taken on the Incident and Response Management System
5. A copy of the report should be made available to the parent/guardian emergency contact or next of kin on request.
6. Arrange for post trauma support as required
7. All head injuries need to be reported to parent/guardian by phone as soon as possible and person closely monitored.

Issue 2: Ratified by Governing Council on 19th. May 2016
10. **Head lice Procedure**

Head lice are tiny insects that live and feed on the human scalp and lay eggs around the roots and on the hair of the person carrying them. The lice live, breed and feed on the scalp of infected humans and they can affect children and adults alike. Head lice can cause itching behind the ears and at the back of the neck. They are spread by direct contact with the scalp of an infested person, or by contact with personal items such as combs, brushes, hats, scarves, blankets, pillowcases. Lice do not survive more than 2 days away from a human host but their eggs may survive longer.

Children are likely to have close contact with each other and this will provide the opportunity for head lice to be transferred from head to head. This is the most likely cause of transfer of lice.

**CONTROLLING THE SPREAD OF INFECTION**

The Health Commission S.A. recommends that everyone check their hair every week for head lice.

**Checking and treating children's hair is the Parent's responsibility.**

However, the staff at Madison Park Kindergarten:

- Will check children's hair if there is a suspected case of head lice.
- If a child has head lice staff will endeavour to contact parents/caregivers immediately for the prompt collection of their child.
- Children found to have head lice will be withdrawn from close contact with other children until collected for treatment by parents/caregivers.
- Children can recommence attendance once they have been treated for head lice.

**AUTHORISATION**

11. Madison Park Kindergarten: Nutrition, food & beverages Guidelines

The Staff aim to promote nutritional eating habits in a safe, supportive environment for all children attending this preschool. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. **Short term:** Maximises growth, development and activity whilst minimising illness

2. **Long term:** Minimises the risk of diet related diseases later in life e.g heart disease, strokes, some cancers and diabetes

3. **Good nutrition contributes to good health and wellbeing and this is important for positive engagement in learning experiences.**

4. **Speech pathologists recommend that children should be eating crunchy foods.**

**CURRICULUM**

Our preschool’s food and nutrition curriculum:

- Is consistent with the Australian Dietary Guidelines for Children and Adolescents in Australia, and the Australian Guide to Healthy Eating

- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health

- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food

- Integrates nutrition across the curriculum where possible.

- Is part of the Early Years Learning Framework for Australia: Children have a strong sense of wellbeing and supports the National Quality Standards.

**THE LEARNING ENVIRONMENT**

Children at our preschool:

- Have fresh, clean filtered tap water available at all times and are encouraged to drink water regularly through the day.

- Eat in a positive, appropriate, social environment with staff who model healthy eating behaviours

- Have access to the preschool garden and learn about growing, caring for and eating nutritious foods.

**OUR PRESCHOOL:**

- Understands and promotes the importance of breakfast for children

- Teaches the importance of healthy meals and snacks as part of the curriculum
• Is a breastfeeding friendly site

FOOD SUPPLY

Our preschool: Has the following guidelines for families for food brought from home:

SNACK TIME/FRUIT TIME (CHILDREN ATTENDING PRESCHOOL):

Parents and carers are asked to supply fruit and vegetables at fruit time to:

• Provide children with important minerals and vitamins
• Encourage a taste for healthy foods
• Encourage chewing which promotes oral muscle development

Fresh fruits, vegetables or a slice of cheese are recommended for fruit time.

We understand that at times families may run out of fruit. Healthy sandwiches (multigrain or wholemeal bread) with a savoury filling or plain unsalted crackers (e.g Vitawheat) are most acceptable.

LUNCH CARE PROGRAM:

For children who access our lunch care program.
The Healthy eating guidelines will still be in place.
Parents are encouraged to follow the above guidelines, and ask staff if they have any issues.
A healthy lunch box might include a sandwich, fruit, yogurt, vegie sticks, cold meats etc.

WE DO NOT RECOMMEND THE FOLLOWING FOODS:

• Chocolate
• Chips
• Sweets
• Cordial or sweetened fruit juices
• Cakes
• Sweet biscuits
• Fruit rollups
• Muesli bars
• Drinks other than water (preferably do not send drink bottles)
• NO Nuts or items such as peanut butter, Nutella, muesli bars

PLEASE BE AWARE THAT STAFF WILL NOT RE-HEAT /MICROWAVE FOOD

Our Kindergarten will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar, or processed foods like chips, pastries, cakes, lollies, crisps and soft drinks to no more than twice a term, in accordance with the Healthy Eating Guidelines.
We will display nutrition information and promotional materials about healthy eating, and provide information updates in newsletters.

GUIDELINES FOR BIRTHDAYS

Children’s birthdays are celebrated with wearing a Birthday Hat and song. Please do not send cakes or other birthday foods as they cannot be given.

PROCEDURE FOR INAPPROPRIATE FOOD SUPPLY

If inappropriate foods are brought to the preschool a note will be sent home informing parents and encouraging appropriate foods are sent.

FOOD SAFETY

Our preschool:

- Promotes and teaches food safety to children during food learning/cooking activities.
- Encourages staff to access training as appropriate to the Healthy Eating Guidelines.
- Provides adequate hand washing facilities for everyone.
- Promotes and encourages correct hand washing procedures with children and staff.
- We cook healthy options and inform parents via a sign ‘What we are cooking today’.
- Whenever possible we provide recipes or tastings for families.

FOOD-RELATED HEALTH SUPPORT PLANNING

Our preschool:

- Liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

WORKING WITH FAMILIES, HEALTH SERVICES & INDUSTRY

Our preschool:

- Has invited parents and caregivers to be involved in the review of our whole of site food and nutrition policy.

Provides information from health professionals to families and caregivers on the Healthy Eating Guidelines through a variety of media such as:

- Newsletters
- Policy development/review
- Information on enrolment
- Pamphlet/Poster displays
• Promotes the alignment of fundraising with the *Australian Dietary Guidelines for Children and Adolescents in Australia*.

Issue 3: Ratified by Governing Council on 19th May 2016
12. Madison Park Kindergarten: Hot Weather Policy

The aim of this Hot Weather Policy is to outline how Madison Park Kindergarten will reduce the risk of heat illness to young children during hot weather.

The policy recognises that:

- children are at greater risk of suffering from heat illness than adults.
- A child’s ability to respond to environmental heat and acclimatise to heat is due to physiological differences.

"Children sweat less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty getting rid of heat; they look flushed, and feel hotter and more stressed than adults"

Source “Sports Medicine Australia”

Strategies to reduce the risk of heat illness/stress in children attending our kindergarten on hot weather days: (35 °and above)

- **Shade**: Children will have access to outside play first to minimise exposure to UV rays (before 10am)
- **Activities**: In periods of hot weather outdoor activities will be conducted in shaded areas and water play will be offered.
- **Drinks**: Children are to be frequently offered water or fluids and drinking water will be accessible to children at all times.
- **Clothing**: Parents are to be encouraged to dress children in clothing that minimises heat.
- **Lunch**: lunches at present are stored in the fridge however if this becomes no longer feasible parents are to be encouraged to pack food in insulated containers with a freezer brick or frozen water.
- **Sunscreen**: children will be encouraged to apply their own sunscreen on days when the UV levels are above 3. Parents are responsible for applying sunscreen to their children before they attend Kindergarten. Please refer to our Skin Protection Policy for more information

OUTDOOR FACILITIES AND ENVIRONMENT

The Madison Park Kindergarten has a large outdoor area with established trees providing shade over many parts of the yard. We have 2 large shade structures with 98% UV block out where climbing/play equipment is positioned. The sandpit area now also has a hard roof top for shade.

- Verandah: a hard roof verandah provides shade to the western section of the building
- Air conditioning: an evaporative air conditioner is in use but on days of extreme heat and humidity the cooling of the building is minimal.

On days of **extreme weather conditions** the routines and practices may need to be adjusted and the staff may implement the following:
• Outdoor play restricted to short period of time in shaded area in the morning only or cancelled altogether

Issue 3: Ratified by Governing Council on 19th May 2016

At Madison Park Kindergarten we promote open communication between educators, children, parents & volunteers.

We try to sort out problems by being clear about how we feel and what we want to happen to ensure that everyone is able to work and learn in a safe, caring and supportive environment. Everyone has the right to have their concerns listened to and addressed with the aim of achieving a positive resolution. However in the event of a grievance the following guidelines should be used.

When a Child doesn’t like something that someone else does to them they raise their concern by: (in line with Keeping Children Safe Child Protection Curriculum):

- Talk to the person about the problem in a calm voice using “I feel, I want” statements and explaining what they want to happen
- Talk to a parent
- Ask a friend or a teacher to help.
- If you feel uncomfortable speak to someone ‘who you feel comfortable with’

PARENTS/CAREGIVER WITH A CONCERN SHOULD

Actions:

- At a mutually convenient time meet to speak to the relevant educator about the problem
- Let the educator know what you consider to be the issue
- Allow a reasonable time frame for the issue to be addressed
- If there is still a problem arrange a time to meet with the Director
- The Education Complaint Unit can be contacted on 1800 677 435 for further assistance

If you have a concern about another child please talk to an Educator and not directly with the child or family.

Please read the attached Parent Guide to Raising a Concern or Complaint brochure & The Site Procedure for Managing Parent Complaint that documents the protocols in place. Steps guiding how complaints should be made are explained more fully in the brochure. Use this to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

EDUCATORS WITH A CONCERN SHOULD

Actions:

- Arrange a time to meet with the person concerned
- Let the educator know what you consider to be the issue
- Allow a reasonable time frame for the issue to be addressed
- If there is still a problem arrange a time to meet with the Director/Line Manager or
A Union Representative or Work Health Safety Representative

Ask for their support in dealing with the concern by assisting with the discussion or speaking to the person on your behalf or investigating the matter for you

If the issue is not resolved within a reasonable time frame contact the Education Complaints Unit on 1800 677 435 for further assistance

The Employee Assistance Program is a free service available to educators at any time

VOLUNTEERS WITH A CONCERN SHOULD

Actions:

- Arrange a time to meet with the person concerned
- Allow a reasonable time frame for the issue to be addressed
- If there is still a problem arrange a time to meet with the Director

Ask for their support in dealing with the concern by assisting with the discussion or speaking to the person on your behalf, or investigating your concern

If the issue is not resolved within a reasonable time frame contact the Education Complaints Unit on 1800 677 435 for further assistance

CONFIDENTIALLY STATEMENT

The right to confidentiality of all parties involved in this process will be respected. Educators are required to keep matters that have arisen confidential and not discuss the issue/s in front of children. Educators would also expect that concerns are resolved with parents/caregivers in an appropriate manner.
SITE PROCEDURE FOR MANAGING PARENT CONCERNS/COMPLAINTS

Please read carefully in conjunction with Parent guide to raising a concern or complaint brochure. (Copies available in policy folder and on our website).

All aspects of the concern/complaint must be clearly documented. This procedure begins with the person who is the FIRST POINT OF CONTACT and the attached proforma should be used.

All documentation should be kept with the child’s Enrolment forms in the Enrolment Folder. All concerns/complaints must be actioned within a reasonable time frame and the parent informed of when they may expect a response. Generally, contact should be made within 24 hours however this does not mean that the issue may be fully resolved but rather that the parent is informed of the next stage in the process.

Protocols for raising and resolving concerns are available in the kindergarten’s Policy Folder, in our enrolment pack and published intermittently in our newsletters. Information is also available on our website: www.madisonkgn.sa.edu.au

Ratified by Governing Council on 19th. May 2016
14. Playgroup Procedure

PROCEDURE STATEMENT

At Madison Park Kindergarten we are committed to:

- Providing a nurturing, family orientated playgroup that involves children and their families in early learning experiences.

RATIONALE

Playgroup is an informal session where mums, dads, grandparents, caregivers, children and babies meet together in a relaxed environment. Playgroups are set up and run by parents and caregivers, with children choosing from a range of activities set up to meet their varying needs. Activities at playgroup are either free or low cost, and may include:

- Music and singing
- Imaginative play
- Outdoor and free play
- Art and craft activities
- Outings.

No child is too young for playgroup. All children from 0-5 years, including babies, love new experiences and benefit from developing sensory, social and communication skills through activities at playgroup.

SCOPE

This procedure applies to all families who attend the kindergarten.

IMPLEMENTATION

Playgroup attendees are required to adhere to the guidelines outlined by the Madison Park Kindergarten Policies and Procedures to ensure the safety and well-being of children and their families.

- Playgroup attendees are required to be financial members of Playgroup SA on their third visit
- Parents/caregivers are responsible for the supervision and behaviour of their child/children
- It is an expectation that parents assist their children in activities and participate in cleaning and tidying up at the end of the session
- The Co-ordinator is responsible communicating Playgroup Procedure to attendees and informing the Director where procedure is not adhered to.
- The centre’s keys will be issued to the Coordinator, or any other Playgroup volunteers only with the Director’s approval
- The Coordinator/volunteers can only access Kindergarten building during playgroup hours or with approval from the Director.
- Playgroup is to adhere to the Kindergarten’s Nutrition, Food & Beverages Guidelines which excludes all nut products with the exception of special events approved by the Director.

Issue 3: Ratified by the Governing Council on 19th. May 2016
15. Skin Protection Policy

RATIONALE

Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first ten years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life. Cancer Council SA advises people protect their skin at times when the ultraviolet (UV) radiation level is 3 and above—this is when it is strong enough to cause damage to unprotected skin. For much of South Australia, UV radiation levels are 3 and above every day from September to April—it is during these months that sun protection is necessary.

Cancer Council SA recommends that a skin protection policy be in place from 1 September until 30 April when UV radiation levels are 3 and above. It is highly recommended that UV radiation levels are monitored, particularly during May and August as they still may be 3 or above depending on your location. Cancer Council SA also recommends that particular care should be taken during these months between 10.00 am – 3.00 pm, when the UV radiation levels are at their highest.

It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. During May to August, at times when the UV radiation level is below 3, sun protection for most people is not necessary.

AIMS

The aims of the Madison Park Skin Protection Policy are to promote among children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths
- Personal responsibility for and decision making about skin protection.
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the UV radiation level is 3 and above.

IMPLEMENTATION

This policy is for implementation from 1 September to 30 April. Outside of this time care should also be taken when the ultraviolet radiation level is 3 (moderate) and above.

The purpose of the policy is to ensure that all members of our Early Childhood Service are protected from skin damage caused by the harmful rays of the sun. Babies under 12 months need special consideration—see strategy 5.

It is an expectation that all staff, students and parents of Madison Park Kindergarten will use the following skin protection strategies:
1 Take care to protect the skin when the ultraviolet radiation level is 3 (moderate) and above. Extra care should be taken between 10.00 am and 3.00 pm when UV radiation levels are highest.

1.1 Outdoor activities will be set up in shaded areas during first and fourth term.
1.2 On days when the forecast temperature is 35° and over the children will have access to the outdoor area before 10 am only.

2. Use the shade of trees, pergolas and tents whenever outdoors.
2.1 The sandpit and play equipment area to be a priority for shade structure planning.
2.2 The further provision of shade areas is a priority for the service and will be considered as part of the planning for any future developments.

3 Wear appropriate clothing which protects the skin.
3.1 Children, staff and parents will be expected to wear a broad brimmed hat, legionnaire style hat, or a bucket hat (bucket hat must have a deep crown and minimum 5 cm brim) whenever they are involved in outside activities. Children not wearing a hat (as above) will be expected to play in the shade.
3.2 Children will be encouraged to wear appropriate sun protective clothes e.g. clothes with sleeves, collars and longer style shorts/skirts.

4 Apply a broad-spectrum, water resistant sunscreen with an SPF of 50 + to clean, dry skin, 15—20 minutes before going outdoors for lunch or activities.
4.1 Parents should apply sunscreen to their children before coming to preschool.
4.2 Parents are welcome to use the preschools sunscreen upon arrival if they have forgotten to apply it at home.
4.3 Children staying for full days will have additional sunscreen applied at lunchtime in first and fourth terms.

5 Reinforcing the Sun Smart message in all service activities and in general service procedures is an important strategy in the adoption of skin protection behaviours.
5.1 Staff will be encouraged to role model appropriate Sun Smart strategies.
5.2 Skin cancer prevention will be included in appropriate teaching activities.
5.3 Staff will be encouraged to keep up to date with new information and resources from Cancer Council SA.
5.4 Information about the centre’s Sun Smart Policy will be given to all new staff, students and families.

Issue 3: Ratified by Governing Council meeting on 19th. May 2016
16. Volunteer Procedure

PROCEDURES FOR THE MANAGEMENT OF VOLUNTEERS

Philosophy

We believe that voluntary workers can make a significant contribution to the preschool community by giving their time and sharing their skills and expertise with others. Volunteers may have a range of interests and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for students.

Volunteer Selection Procedures

Volunteers will be assessed for their suitability to work at the preschool by the Director. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to attend an interview, complete induction training and sign both an agreement and confidential declaration form before they commence volunteer work. Volunteers offering to assist in programs where students are involved will be asked to provide:

- Details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.

The Director's decision is final in determining who is eligible to work as a volunteer at the preschool. Any applicant not accepted for volunteer work will be advised in writing.

Sequence of Steps for Volunteers

1. Make informal contact with the preschool to ascertain preschool needs re volunteers.
2. Apply to the preschool providing background information, referee details and signed confidential declaration.
3. Attend an interview.
4. Attend induction training.
5. Sign agreement form.
6. Sign a consent form to allow Criminal History Record Check & undertake Reporting Abuse & Neglect training

The Preschool’s Responsibilities to Volunteers

- A staff member will allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer’s training and work details.
- Volunteers will be provided with full induction training that will include:
  - Work, Health Safety & Welfare procedures
  - Duty of Care responsibilities to students
  - Confidentiality requirements
- Training specific to the area of volunteer work

Issue 2: Ratified by Governing Council on 19th. May 2016