Partnership with families  
31st August to 4th September 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing some of the things we need to consider to ensure each child is safe and adequately supervised at the service. Safety is always our number one priority. If you see anything that concerns you, or you have ideas for how we may improve our safety and supervision practices, please raise them with me. I’d be happy to discuss further with you
* reviewing our Chemical Spills Policy and our Administration of Authorised Medication Policy.Summaries follow:

**Chemical Spills Policy**

* Chemicals are cleaned up immediately and safely
* Remove children, contain spill, and follow instructions on Material Safety Data Sheet.
* Decontaminate or dispose of clothing/equipment
* Reflect on incident and minimise or eliminate risk spill may happen again

**Administration of Authorised Medication Policy**

* Medication must be handed to educators and not left in a child’s bag
* Medication will only be administered if it is authorised except:
  + in an anaphylaxis or asthma emergency, medication may be administered without authorisation. Parents and the emergency services will be contacted as soon as possible
  + in other emergencies we may obtain verbal authorisation from parents, or emergency services if parents can’t be contacted. Parents will be advised as soon as possible
* A Medication Record will always be completed when medication is administered containing the authorisation, the time and date the medication is/was administered, the dosage, the name and signature of the person administering the medication and of the person who checked this
* Medication will only be administered if it’s in the original container with an original legible label which if prescribed by a doctor has the child’s name, hasn’t expired, and is administered in line with any instructions on the label or from the doctor.

There are copies of the policies near the sign in/out sheet. Please take a moment to read them.

We value any feedback you may have.

Nominated Supervisor