Partnership with families  
7th to 11th December 2020

Dear Families,

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

* comparing the way we partner with community members and organisations to promote children’s participation, learning and wellbeing and support families against the Government’s exceeding measures in this area. If you’d like more information about the practices required to achieve exceeding please let me know
* reviewing our Medical Conditions Policy and Whistleblower Policy.Summaries follow:

**Medical Conditions Policy**

Educators and staff will:

* respect the privacy of children and families
* always follow a child’s Medical Management, Risk Minimisation and Communication Plans

The Nominated Supervisor will ensure:

* educators, volunteers and parents get a copy of this Policy if their child has a medical condition
* the Policy covers the management of asthma, anaphylaxis and diabetes
* no child attends the service without prescribed medication (including Epi-pens, asthma puffers)
* the enrolment record includes details of any specific health needs
* each child with a medical condition or health care need has a medical management plan prepared by a doctor, and risk minimisation and communication plans prepared by the service in consultation with families
* risk minimisation plans cover triggers for the condition and actions to reduce/eliminate them
* communication plans ensure staff and volunteers know about this policy, any medical plans, and how parents can provide updated information
* a child’s medical management plan, risk minimisation plan, medication and location are displayed in a prominent area (while respecting child’s privacy)
* information displayed in foyer includes child (no names) with anaphylaxis if relevant

Families will update the service if/when their child’s medication or health plans change.

**Whistleblower Policy**

Companies must have a Whistleblower Policy if they have at least two of the following:

* consolidated revenue for the financial year is $50 million or more
* consolidated gross assets at the end of the financial year of $25 million or more
* 100 or more employees at the end of the financial year

Policy covers:

* Eligible whistleblowers and the protections available to them
* Disclosable matters – only these matters are protected
* Eligible recipients – who can receive disclosures
* How to make a disclosure
* Process for investigating and reporting a disclosure
* Regular training in whistleblower protections

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