Partnership with families  
30th August to 3rd September 2021

Dear Families,

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

* reviewing our practices and procedures which ensure we effectively manage each child’s health care and medical needs, including where they have a diagnosed illness or allergy. Part of these practices includes our approach to infection control and hygiene/cleaning. Please let us know if you feel we could improve in these areas. It’s also important that families share with us their child’s health care practices at home, particularly when these change.
* reviewing our **Administration of Authorised Medication** Policy and **Health Hygiene and Safe Food** Policy. Summaries follow:

**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 by a parent or a person the parent has authorised on the enrolment form except:
  + in an anaphylaxis or asthma emergency, medication may be administered without authorisation.
  + in other emergencies we may obtain verbal authorisation from parents, or emergency services if parents can’t be contacted.

In both these cases parents will be advised as soon as possible

* If authorised (unless asthma or anaphylaxis emergency), medication will only be administered if it’s in the original container, has an original legible label, hasn’t expired, and is administered in line with any instructions on the label or from the doctor.
* 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 the dosage and child’s identity.

**Health Hygiene and Safe Food Policy**

Policy contains practices/procedures to ensure the health and safety of children including in relation to:

* hand washing including when to wash
* toileting
* cleaning spills of blood, urine, vomit and faeces
* dental accidents, hygiene and care
* safe and hygienic food preparation, transport and storage (eg temperature control)
* cooking with children
* birthday cakes and play dough
* cleaning of environment, equipment and resources– eg cleaned with detergent and disinfected if contaminated with body fluids, daily cleaning of high contact areas.

There is a copy 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