

Mitcham Preschool Centre

Administration of Health Care Plans Policy

Mitcham Preschool Centre can provide assistance to families or carers with children that require health care plans for a number of medical reasons, including anaphylaxis. This policy outlines the requirement of the Preschool and families where health care plans have been provided. For specific information around nut allergies, please refer to the Allergy Aware ("Nut Free") Policy which has specific information and requirements for all children at the Preschool regarding the provision of foods containing nuts as well as the administration of medication to children who suffer from anaphylaxis.

1. If a child suffers from a medical condition that may require management by educators, families must:

- 1.1. Provide the Preschool with a current health care plan signed off by their Doctor / Health Practitioner. The health care plan must include details about health support, emergency details and a photo of the child.
- 1.2. Ensure that the Preschool has appropriate medication for the child. The medication must be clearly named, be in date and be stored in the medical shelf in the rear storeroom. Parents can access the rear storeroom, to deliver and collect their child's medication.
- 1.3. Provide emergency contact details must be provided to the Preschool at the time of enrolment.

2. Each child's health care plans are kept in individual clear boxes, along with their medication. The child's name and photo are adhered to the outside of the box for easy identification.

- 2.1. Medication boxes are located in the rear storeroom.

Approved: Governing Council Chairperson

Approved: Mitcham Preschool Director