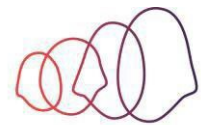


# CHILD HEALTH POLICY



Telethon Speech & Hearing

**Topic:** Child Health Policy  
**Responsible:** Principal/Program Manager  
**Location:** TSH Intranet  
**Review Date:** 3 years from procedure approval date or as and when required  
**Approved by:** Chief Executive Officer    Signature: *M J Spence*

Effective Date:	August 2022	Review Date:	August 2025	Policy Version:	V7
-----------------	-------------	--------------	-------------	-----------------	----

## 1. AIM and OBJECTIVE

The objective of this document is to set out the Child Health Policy for all staff who are employed by Telethon Speech & Hearing Ltd (TSH). TSH promotes child health, manages child health care needs and identifies and minimises health risks, within the context of TSH's resources and the assistance available from specialist services.

## 2. GUIDELINES STATEMENT

The purpose of this document is to provide TSH staff with necessary information to promote and maintain the health and wellbeing of all enrolled children.

Health care provision includes:

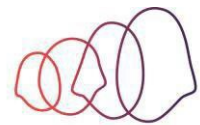
- promoting the health, safety and welfare of all children;
- managing the health care needs of children who require health care support while under the TSH's supervision;
- informing and preparing staff to manage child health care needs, and respond to health emergencies;

TSH provides staff with access to advice, resources and training when planning to meet the health care needs of enrolled children.

## 3. SCOPE and APPLICATION

This policy applies to all staff employed by TSH including teachers, teacher assistants, support staff, administration staff and technical officers.

Staff located in Outpost locations should familiarise themselves with the Student Health Policy that is in place at their workplace location.



## 4. RELATED LEGISLATION, POLICIES AND DOCUMENTS

TSH First Aid Policy  
TSH Anaphylaxis Management Policy  
TSH Asthma Care for Students Policy  
TSH Infection Control Policy  
TSH Sun Protection Policy  
TSH Emergency Management Policy and Plan  
TSH Administration of Medication Form  
Form 12 – Record of Health Care Support/Administration of Medication  
TSH Administration of Medication Procedure  
TSH Child Incident Form  
TSH Incident Investigation Form  
TSH Critical, Serious and Notifiable Incident Policy  
TSH Student Immunisation Policy  
Communicable Disease Guidelines – Department of Health

## 5. PROCEDURE

### 5.1 IDENTIFYING CHILD HEALTH CARE NEEDS

On enrolment with TSH it is a requirement that the child's parent / caregiver complete the following forms:

- Case History form
- Medical Alert Information form
- Provides Anaphylaxis Action Plan from GP where appropriate
- Provides a record of their child's immunisation history

Child health care summaries provide an overview of a child's health needs, planning requirements and emergency contacts.

### 5.2 MANAGING CHILD HEALTH CARE

If support is required, the Principal/Program Manager will:

- Ensure that parent / caregiver completes the Medical Alert Information form or provides an alternative plan from their child's medical practitioner
- Advise staff of their child health care responsibilities
- Arrange training for staff to manage the health care conditions or needs of enrolled children
- Implement child health care plans

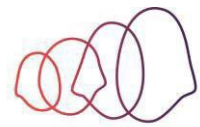
### 5.3 MANAGING CHILD HEALTH CARE RECORDS

When managing a child's Health Care Records the Principal/Program Manager will:

- Maintain child health records in accordance with the TSH's Privacy Policy
- Retain signed, hard copies of all documentation in the child's TSH file
- Review all child health care records annually or when the child's health needs change and

Manage confidentiality of the child health care information

# CHILD HEALTH POLICY



Telethon Speech & Hearing

## 5.4 MEDICAL EMERGENCIES

Definition: A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health. A medical emergency is a notifiable incident and triggers a Reportable Incident Notification Form.

In a medical emergency, a staff member will:

- Organise medical attention for the child; and
- Make appropriate transport arrangements.

Staff providing assistance during a medical emergency, will:

- Promptly record all actions taken; and
- Inform parents and the Principal/Program Manager of the actions taken.

Principal/Program Manager will refer to the Critical Incidents Policy for next steps.

## 5.5 CHILD INCIDENT

Definition: Any incident or near miss that is not considered a medical emergency.

In the event of a child accident / incident a staff member will:

- Complete a Child Incident Report Form
- Hard copy goes on the child's file
- Electronic copy goes to Principal, Program Manager and Executive Assistant to the CEO
- Principal / Program Manager will determine if the incident reported triggers an Incident Investigation Form
- If needs be the incident will be reported to the NDIS Commission within the required timeframe as per the Critical, Serious and Notifiable Incident Policy.

## 5.6 ADMINISTRATION OF MEDICATION

Principal/Program Manager will:

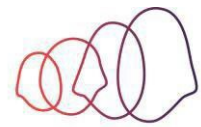
- Maintain a record of all medication administered at TSH;
- Request parent/caregiver to provide relevant information regarding long-term administration of medication in the child's health care plan. The parent/caregiver will complete the Administration of Medication Form for short-term administration of medication.

Parent / caregiver will:

- Physically hand the medication to a staff member for it to be stored in a child-proof container (a separate container is kept in the fridge for medication which will need to be refrigerated).
- Medications must be provided in their original container, with the child's name, instructions and expiry date clearly visible.
- Where a parent/caregiver is attending with the child (i.e. Play Groups) the parent is solely responsible for administering the medication.

All medication should be checked by two staff members before it is administered to ensure the correct details and dosage of medication is given to the correct child at the designated time. Both staff members are required to sign the Record of Health Care Support/Administration of Medication form acknowledging this.

# CHILD HEALTH POLICY



Telethon Speech & Hearing

## 5.7 MANAGING SPECIFIC HEALTH ISSUES

### 5.7.1 CHILD IMMUNISATION

- Refer to TSH Immunisation Policy

### 5.7.2 PREVENTION OF INFECTION

TSH is committed to:

- A clean and hygienic environment.
- An environment which provides infection control methods to minimise the spread and risks of infectious diseases and illnesses in children, staff, and any other persons in attendance at the TSH Centre.

See Infection Control Policy.

### 5.7.3 COMMUNICABLE DISEASE MANAGEMENT

If an enrolled child or staff member has a communicable disease, the Principal/Program Manager will take action in accordance with the advice provided by the Department of Health in managing communicable diseases. (Communicable Disease Guidelines – Department of Health).

If the communicable disease is notifiable, Principal/Program Manager will:

- Report the matter to the local Public Health Unit and seek their advice before taking any further action;
- Act in accordance with advice provided by the local Public Health Unit staff.

### 5.7.4 ANAPHYLAXIS

See Anaphylaxis Policy.

### 5.7.5 HEAD LICE

The Principal/Program Manager will:

- Notify parent / caregivers of the child who is infected.
- Ensure the child is given tasks that do not involve close group work but do not exclude the child from the class
- Child is collected by parent / caregivers.
- Information on treatment is provided.
- Inform parent / caregivers of other class members and request parents/caregivers to be vigilant regarding their own child.

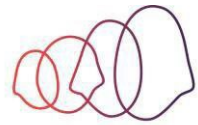
### 5.7.6 SUNCARE PROTECTION

See Sun Protection Policy.

## 6. POLICY UPDATES

This policy may be updated or revised from time to time. TSH will notify all staff each time the policy has been updated. If you are unsure whether you are reading the most current version, you should contact the CEO or Principal.

# CHILD HEALTH POLICY



Telethon Speech & Hearing

Originated	Version 1	June 2011
Updated	Version 2	December 2014
Updated	Version 3	February 2016
Updated	Version 4	June 2018
Updated	Version 5	December 2019
Updated	Version 6	August 2021
Updated	Version 7	August 2022