HEALTH MANAGEMENT

AIM

The aim of this policy is to ensure staff are aware of how to manage their own health and the health of children. This policy acts as an index to other health related policies and procedures.

IMPLEMENTATION

Health Management Policies:
All policies are created with children’s health and safety as the priority. Below are a list of site policies that relate to health management and health management strategies:

- **Medical Conditions** including: Anaphylaxis policy, Asthma policy, Dealing with medical conditions policy, Diabetes policy
- **Safety Management** including Incident, Injury, Trauma and Illness policy, OHS&W policy, Safe sleeping policy, Water safety policy, Working alone policy
- **General Health Management** including Dealing with infectious diseases policy, Dental policy, Food and nutrition policy, Food handling and storage policy, Hot weather policy, Incident, Injury, Trauma or Illness policy, Nappy change policy, Paracetamol policy, Skin protection policy, Toileting policy.

Health Management Strategies:
Leadership will:
- Audit all medication and associated forms every six months
- Ensure policies are up to date and implemented throughout the Centre
- Offer appropriate training to staff regarding health and safety practices
- Appoint a WHS representative on site
- Implement strategies to ensure the work-life balance of employees including taking sick leave when necessary.

Administration will:
- Inform the rooms when a child’s medical information has been updated or when they have been informed a child is ill.
- Retain struck out/old information and archive for future consultation.

Room Leaders will:
- Ensure the educators in their room are aware of and implement health and safety policies.

Educators will:
- Be aware of their duty of care at all times and take necessary precautions to ensure the safety and health of children.
- Be mindful of their own health and wellbeing when working on-site.
EVALUATION:
This policy is viewed to be working effectively when:

- All people on site are aware of the many elements of health and safety and take steps to ensure their own health and the health of others.

National Quality Standard - Children’s Health and Safety
2.1.1 Each child’s health needs are supported

Record of Policy Adoption and Amendment:

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Details</th>
<th>Author</th>
<th>Approver</th>
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<tbody>
<tr>
<td>1.0</td>
<td>January 2011</td>
<td>Policy adopted.</td>
<td>Onkaparinga Institute polices</td>
<td>Governing Council</td>
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<tr>
<td>1.1</td>
<td>Nov 2011</td>
<td>Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including;</td>
<td>K Cook</td>
<td>Governing Council</td>
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<tr>
<td></td>
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<td>- NQF practices included</td>
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<td></td>
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<td>- Inclusion of Dentist in local proximity</td>
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<tr>
<td>2.0</td>
<td>October 2012</td>
<td>Suggested amendments put to Policy Review Committee and adopted, including;</td>
<td>K Cook</td>
<td>Policy Review Committee Oct 2012</td>
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<tr>
<td></td>
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<td>- Addition of diabetes</td>
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<td>- Information in regards to giving families a copy of this policy</td>
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<td>- Addition of websites for further resources</td>
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<td>- Lift the lip program as involved with Children’s Centres</td>
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<td>3.0</td>
<td>May 2014</td>
<td>Policy with conditions split</td>
<td>P Murray</td>
<td>Policy Review Committee</td>
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<tr>
<td></td>
<td></td>
<td>Policy restructured to address general health management</td>
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Review: To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee

Last Reviewed August 2015

Source:
Asthma SA
Australian Dental Association
Chess website

Reference:
DECS policy 2007