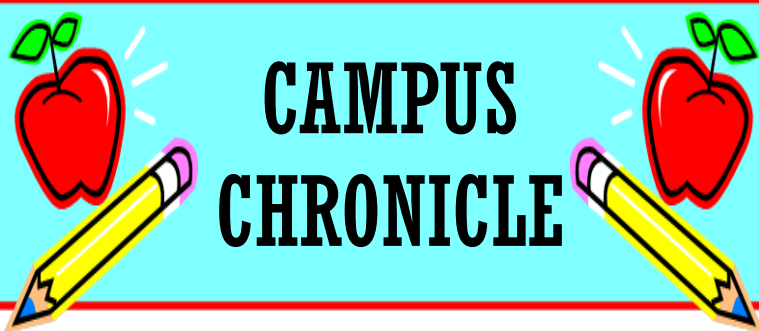


Campus Kindergarten

St. Lucia, Queensland

**Newsletter SEP/OCT
2015 Term 3
Issue 10**



CAMPUS CHRONICLE

CAMPUS KINDERGARTEN NEWSLETTER

Campus Community Updates

2016 Staffing update - Teaching teams for 2016 have been sent out to all 2015 families. Teaching teams for 2016 are as follows.

	Pre-Kindy	Kindy A	Kindy B
Curriculum Lead Teacher	Fiona 7:30 to 3:30	Yvonne 7:30 to 3:30	Claire 7:30 to 3:30
Teacher	Ash 9:45 to 5:45	Amy 9:45 to 5:45	Lara 9:45 to 5:45
Qualified Educator	Allyce 8:30 to 4:30	Michelle 9:00 to 5:00	Crisandy 8:30 to 4:30

Holiday Kindy is on offer at Campus Kindy between 22/09/2015 to 02/10/2015

Term 4 will commence on **6th October 2015**. Note: a friendly reminder that Monday **5th October** is a public holiday so the Kindy will be closed.

Some Community Holiday Programs that are on offer: (just some ideas)

- **Maker space – Toowong Library**
Tuesday, 22 September 2015, 11am – 3pm
(<http://www.brisbane.qld.gov.au/whats-on/venue/library-events?trumbaEmbed=search%3Dmaker#/?i=1>)
- **Children's book club – Ashgrove Library**
Friday, 25 September 2015, 3:30 – 4:30pm
(<http://www.brisbane.qld.gov.au/whats-on/venue/library-events?trumbaEmbed=search%3Dbook%20clubs#/?i=2>)
- **School holiday fun: Bush tucker hunt and tastings – Brisbane Botanic Garden**
Thursday, September 24, 2015, 10am – 2pm
(<http://www.brisbane.qld.gov.au/facilities-recreation/parks-venues/parks/brisbane%2CAObotanic-gardens-mt-coot-tha/whats-brisbane-botanic-gardens-mt-coot-tha#/?i=1>)
- **Market stalls @ Chinese Moon Festival – Chinatown Mall**
Sunday, September 27, 2015, 12 – 5pm
(<http://www.brisbane.qld.gov.au/whats-on/type/markets#/?i=1>)
- **Storytime in the gardens – Mt Coot-tha Library**
Tuesday, September 29, 2015, 9:30 – 10am
(<http://www.brisbane.qld.gov.au/facilities-recreation/parks-venues/parks/brisbane%2CAObotanic-gardens-mt-coot-tha/whats-brisbane-botanic-gardens-mt-coot-tha#/?i=2>)

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UPCOMING DATES

October 2015

- 5th Public Holiday
- 6th Term 4 Starts
- 22nd Board Meeting
- 17th REmida Day
- 31st Spooktacular

November 2015

- 7th Working Bee
- 15th 2016 new family Meet & Greet M/T
- 19th Board Meeting
- 25th CK Twilight March

December 2015

- 6th Family End of Year Celebration
- 11th Term 4 End
- 14th Holiday Kindy



House Keeping

Gate Safety –when entering and exiting the Kindy please ensure you check the gate behind you. For the safety of the children please ensure you turn around and check the gate is securely shut.

For the safety of all the children at Campus Kindy we **STRONGLY ENCOURAGE ALL** parents to use our **MAIN** double gate as your main entrance gate. All other gates around Kindy are identified as emergency exit gates only, and by **REGULATION** they are to be used as **EMERGENCY** gates **only** and **NOT** to be used as a daily entrance point. The extra couple of minutes of your time to walk around and use the main entrance gate at the Kindy car park helps with the safety of the children at Campus Kindy.

**EMERGENCY EXIT
ONLY
DO NOT ENTER**

Sign-in and -out system (via digital) – please remember to sign your child in and out on arrival and departure of Campus Kindy via the digital signing system. It is important that you do so on each day when you arrive and depart. If you are experiencing any technology issues with the system please come and visit the administration building where we will be able to sort out your issues.



Lost property – at the end of each term there is always a BIG collection of lost property. Anything that has not been claimed for more than four weeks will be added to Kindy's spare clothes collection. To help reduce the lost property at Kindy please ensure all items are clearly labelled with your child's name.

Kindy Car Park & Safety – a reminder to all parents to take extra care in the car park. On your arrival and departure always take a second look before backing out of the car space and be mindful of any children or other cars to avoid any accidents.

Parking at Kindy around pick-up and drop-off times is always a busy time, particularly when you are in a rush. It can be frustrating but please take your time to avoid any accidents. Recently UQ Security has notified us that a lot of students around the University have been taking advantage of our car park and parking for long periods of time, and as such there have been extra patrols around the Kindy car park. To avoid any confusion please ensure that your car can be identified as a Kindy parent's car by displaying the **ORANGE** parking slip issued by the administration building. This slip will allow you 30 minutes of parking on the days you drop off and pick up your child. If you are staying at Kindy for longer than 30 minutes please ensure you pop into the administration building and request a **GREEN** visitor parking slip. If you ever experience any issues with Security regarding to your car while you are dropping or picking your child up at Kindy please feel free to come back in and ask either Alexis or me to assist you in the matter.



House Keeping

Kindy Fees – just a reminder that all Kindy fees need to be kept up-to-date with two weeks' payment in advance and to always have your account paid in full prior to the end of term. If you have any questions or enquiries regarding your fees please feel free to drop by the administration building where Alexis or I will be able to assist you with any matter.

Immunisation update – it is a requirement from the Office of Early Childhood that we have a documented record of all children's immunisation records. Please ensure that you let us know EVERY TIME YOUR CHILD HAS ANOTHER IMMUNISATION and supply us with the updated records for their file.



Recycling Material Donations – at Campus Kindy we always look at different ways to reduce waste and recycle. This can be simple things like materials for children to use in art and craft. So to help, you can bring along anything from home or work. Currently we are in urgent need of large paper for painting (any paper size that is larger than A3).



Late Fee – a friendly reminder for parents as per regulations that the Kindy's closing time is 5:30pm. A late fee will be applied if children are collected after 5:30pm. The fees are to cover the cost of the staff who stay back at the centre with your child.

The late fee structure is as follows:

\$20 for the first five minutes after 5:30 pm;

\$1 per minute for each minute thereafter.

Arrival at Kindergarten – on arrival at the Kindergarten, children **MUST** be taken to a classroom teacher. Children **MUST** be signed in each day; this is a government regulation. The opening of the Kindy is at 7:50am; please ensure your drop-off time is not earlier than our opening time.

Campus Kindy Website – regularly check our website as new items are being constantly added, and please remember to provide us with some feedback!!!

Special items from home – a friendly reminder regarding bringing "special items" from home (eg. Toys) we encourage these things to be left at home as there is a chance these precious things could get lost or broken.

Reminders to Parents

- ★ A reminder to all families that Campus Kindergarten is NUT and CHOCOLATE free. We have children in our care who have a severe nut allergy; please take extra care in ensuring that there are **NO** foods that contain any trace of NUT. Campus Kindy MUST ask ALL families to double-check all the food that is brought into the centre and ensure that it is **NUT** and **CHOCOLATE** free.



- ★ Ensure you pack two spare changes of clothes to suit the weather or for those unavoidable accidents

PRE-KINDY NEWS

Term 3 was all about community partnerships and links, which included excursions, incursions and work with our resident artist. By involving children in community practices, we are acknowledging their thoughts, ideas and contributions as important factors in the day to day life here at Campus Kindergarten. When children are genuinely invited to participate in decision-making processes, we are advocating for their rights as active citizens in our world.



Firefighters visit

The Taringa firemen visited and briefed our children about the equipment in the fire trucks.

It is pertinent that children recognise important figures in our community, and know more about fire safety.



Storytelling session with Dr. Louise from UQ



We had Louise, a professional story teller come and share a story with the children. This gives a different dimension to storytelling, where the only thing that is required is imagination!



What is your Provocation?

PK Art project with Skye



Together, the children and Skye have been working diligently on this the whole term, and we look forward to the end of term/year to see where the children are taking it.





Christmas In July

Pre-Kindy children celebrated Christmas in July. Instead of presents, the children nominated a charity to donate clothes, toys and books to those who are in need. Thank you again to everyone who gave.

Kindy Photo 2015



Tree Planting for UQ sustainability week

It is very important for children to be a part of UQ and contribute to the revegetation of native trees. This certainly does not stop here though: only as a community can we work together to continue to advocate for children's sustainability stewardship.



Dentist visit

St Lucia Dental came in to do an incursion with us all. Again, community links are very important to Campus Kindergarten. The dentist spoke about dental hygiene, nutritious diet and its importance to children's overall wellbeing.



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Excursion to the UQ Anthropology Museum



Pre-Kindy went to visit the Anthropology Museum to have a viewing of Jimmy Pike's artwork. Jimmy is an Indigenous artist.



By being able to view these artworks first hand in the gallery gave children as well as staff members an opportunity to see how artwork can be used as a medium of communication, particularly about notions of belonging and connection to our land.



Father's Day Sports Day

What a better way to celebrate Father's Day with our dads and grand dads. We had a great turn out with families developing those gross motor skills at different sports stations at the oval. A big thank you to all who came.



Vertical garden

Spring is here! We have recently acquired a vertical garden that the children are very excited about. Some of the things that are going to be planted in there are a variety of herbs such as basil and rosemary.



Kindy A News



This has been a very eventful term. In week 2 we had a visit from Queensland Fire Service. The Taringa Fire Service arrived at Campus Kindergarten and we all went onto the bike track to look at the fire engine and meet the fire service crew. The fire fighters spoke to us all about fire safety, how the fire engine works and what to do in a fire emergency. The children were captivated by this incursion.

In week 2 we also had an excursion to Ipswich Art Gallery to see the Light Play exhibition. Light Play was a hands-on creative session which enabled the children to have fun discovering the different properties of light at their own pace and in their own unique way. The children were able to explore the beauty of light using special play stations and experiment with objects to create reflection, shadow and colour. Some of the children were mesmerised by the light objects.



In week 6 we walked to the City Cat terminal underneath the Green Bridge and planted some trees. This was an exciting community event in which many parents also appreciated planting trees.

CAMPUS CHRONICLE

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Also in week 8 we had an incursion from the St Lucia Dental service. The children really relished their goody bags.



In week 8 we visited the UQ Anthropology Museum which cares for a significant collection of non-Western art. We went to see a collection of work by the indigenous artist, Jimmy Pike. The children had the opportunity to recreate his work whilst we were there.



In week 8 we celebrated Father's Day with a sports morning on the oval adjacent to the Kindy. It was really great to see everyone together. The Kindy A children gave their fathers some moon and star shaped biscuits, a card and a photograph. A fun day was had by all!

Aside from the incursions and excursions as a class we have been investigating space and weather. Aesh and Michelle have been conducting an Earth-space science unit, looking into the planets in our solar system. The children have found this most interesting and have been doing a lot of research at home. Each week we have explored a new planet and created a replica to hang in the classroom solar system. Such fun!

We look forward to next term. Fiona, Aesh & Michelle.



Kindy B News

This term the Kindy B children have been engaging in a wide variety of learning experiences which are summarised below



EXCURSIONS:

IPSWICH ART GALLERY - The workshop was designed for the children to investigate the different properties of light and discover how light interacts with materials. It embraced our Reggio Emilia philosophy by providing creative spaces for them, encouraging collaborative play and discovery-based learning.



ANTHROPOLOGY MUSEUM - The current exhibition is called "You call it a desert, we used to live there" by Jimmy Pike. Our trip to the Anthropology Museum further developed the children's interest in indigenous art, stories, and beliefs.



TREE PLANTING – The University's sustainability

office hosted a native tree planting experience for all of the children at Campus Kindy. Sustainability plays a large part in our program at Kindy. We encourage the children to think about the environment that we live in and teach them ways to help preserve and improve it. It was an amazing opportunity for the children to contribute to the sustainability of our community



VISITS:



QUEENSLAND FIRE AND RESCUE VISIT – We are lucky that the fire service allowed time to visit Campus Kindy. The fire fighters explained all about fire safety, how the fire engine works and what to do in a fire emergency. They also allowed the children to look around the fire truck up close.





DENTIST VISIT - Madonna the dentist came to visit Campus Kindy to talk about how we can look after our teeth. She taught us how to properly brush our teeth and talked about foods that are good and bad for our teeth. The children learnt that they have ten top and bottom teeth. This was a really good way to

help the children understand the proper way of brushing as it was very visual and hands-on. We also learnt from this visit that it's really important to brush the front and back of our teeth and also our gums.



EVENTS:

FATHER'S DAY SPORTS DAY - Our annual Father's Day Sports Day allowed the children to share their love of exercise with their family.



CULTURAL PERFORMANCE - Anthony joined us to share Aboriginal stories. He also taught us some Aboriginal dance moves: the emu, kangaroo and cockatoo. The highlight of his visit was when he played the didgeridoo and we listened to the sound through an adjoining didgeridoo which had an amazing effect on the sound.

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LITERACY AND NUMERACY GAMES – We have been working hard on our literacy and numeracy development. Claire has been playing phonics games with the children to teach letter names and their sounds. Everyone has done so well with learning their letters that we are now beginning to create small words.



LIFE CYCLE – This term Kindy B friends and Amy have had a lot of discussion around the life cycles of animals and insects. They decided to show their learning through sculptures. Amy suggested some animals and insects that could create the life cycles for and our first group (Monday – Wednesday) decided to create the life cycles of turtles and dragonflies. The second group (Thursday – Friday) picked ducks and dinosaurs. They have begun their turtle sculptures term and it will be continued next term.



WEATHER – This term we been learning about the weather. Children watched a video about the weather and discussed how weather is important. The children now have a working understanding of how weather changes throughout the day, week and term based upon their direct experiences with weather conditions. They now understand that wind, clouds, rain, snow, heat and cooling are all involved with weather. The children also experienced reading a thermometer to determine the actual temperature.



In conclusion, the children have been highly engaged in the curriculum, and the learning experiences that we had this term were absolutely fantastic, from the excursions to incursions, projects and visits. In the last term of this year we will be continuing the learning journeys and achievement of individuals and the class as a whole.

Crisandy Magleo

Calendar of Events



OCTOBER 2015

	MON	TUE	WED	THU	FRI	SAT	SUN
VAC WK 2				1	2	3	4
WK 1	5 Labour Day Public Holiday	6 TERM 4 START	7	8	9	10	11
WK 2	12	13	14	15	16	17 Florida Day	18
WK 3	19	20	21	22 BOARD MEETING	23	24	25
WK 4	26	27	28	29	30	31 Spooktacular	



NOVEMBER 2015

	MON	TUE	WED	THU	FRI	SAT	SUN
	30						1
WK 5	2	3	4	5	6	7 WORKING BEE	8
WK 6	9	10	11	12	13	14	15 2016 New Family Meet & Greet M/T
WK 7	16	17	18	19	20	21	22
WK 8	23	24	25 Campus Kindy Twilight March	26	27	28	29



DECEMBER 2015

	MON	TUE	WED	THU	FRI	SAT	SUN
WK 9		1	2	3	4	5	6 Family End of Year Celebration
WK 10	7	8	9	10	11 TERM 4 END	12	13
VAC WK 1	14	15	16	17	18	19	20
	21	22	23	24	25 Christmas Day Public Holiday	26 Boxing Day Public Holiday	27
	28 Public Holiday	29	30	31			

happy birthday

OCT

- 08th Sienna
- 15th Chen Yi
- 16th Mads
- 21st Lincoln
- 21st Grant
- 28th Matobo
- 28th Greer



NOV

- 03rd Anna
- 04th Lachlan
- 6th Anabella
- 13th Max W
- 19th Isabella
- 20th Dylan
- 27th Ashriya



DEC

- 06th Cara
- 06th Tom P
- 12th Thomas
- 15th Sophia
- 17th Alice
- 17th Ghea
- 21st Michael
- 22nd Jack
- 26th Ava



National Quality Framework Updates



Australian Children's
Education & Care
Quality Authority

Quality Area 1: Educational Program and Practice



1 Educational
program
and practice

2 Children's health
and safety

3 Physical
environment

4 Staffing
arrangements

5 Relationships
with children

6 Partnerships
with families and
communities

7 Leadership
and service
management

**? WHY IS IT
IMPORTANT?**
High quality
education and care
gives children the
best start in life

A program helps each child to learn and develop. Experiences stimulate and engage each child.

Examples of what to look for:

- Your child's interests and ideas are included in the program.
- Your child is supported by educators to participate in play and learning.

The **National Quality Framework** introduces a new quality standard to improve children's education and care services across Australia. Seven quality areas help ensure your child is given the best possible start in life. Over time, all Australian services will be rated against the National Quality Standard.

1

Nutrition Snack Recipes

Mexican Meatball Cup

Information source from - <http://www.taste.com.au/recipes/17496/mexican+meatball+cups?ref=collections,kids-healthy-mains>



Method:

Step 1

Preheat oven to 200°C. Spray ten 1/3-cup capacity muffin holes with oil. Using a 12cm round cutter, cut 1 round from each tortilla. Press 1 round into each muffin hole. Spray with oil. Bake for 8 to 10 minutes or until golden. Cool in pan for 20 minutes.

Step 2

Meanwhile, place mince, onion, zucchini and breadcrumbs in a bowl. Using clean, damp hands, mix until well combined. Roll heaped tablespoons of mixture into balls. Place on a plate. Refrigerate for 10 minutes.

Step 3

Heat oil in a large, non-stick frying pan over medium-high heat. Cook meatballs, turning, for 10 minutes or until browned. Add taco sauce and stock. Bring to the boil. Reduce heat to medium-low. Simmer for 5 minutes or until meatballs are cooked through and sauce thickens slightly.

Step 4

Spoon 1 meatball and 2 teaspoons of sauce into each tortilla cup. Sprinkle with cheese. Top with dollop of guacamole. Serve.

INGREDIENTS:

- olive oil cooking spray
- 250g packet mini flour tortillas
- 200g lean beef mince
- 1 small brown onion, grated
- 1 small zucchini, trimmed, grated
- 1/2 cup fresh multigrain breadcrumbs
- 1 tablespoon olive oil
- 3/4 cup (200g jar) mild taco sauce
- 1/2 cup Campbell's Real Stock Chicken Salt Reduced
- 1/3 cup grated tasty cheese and guacamole dip, to serve

Nutrition Snack Recipes

Mini Spinach, Feta And Mushroom Gozleme



Information source from - <http://www.taste.com.au/recipes/28355/mini-spinach-feta-and-mushroom-gozleme?ref=collections,kids-healthy-mains>

Method:

Step 1

Combine warm water, yeast, and sugar in a jug. Whisk with a fork to dissolve yeast. Stand in a warm place for 10 minutes or until frothy.

Step 2

Sift flour and salt into a large bowl. Add yeast mixture and 2 teaspoons olive oil. Mix to form a soft dough. Turn dough onto a lightly floured surface. Knead for 5 minutes or until elastic. Place in a lightly greased bowl. Cover with plastic wrap. Stand in a warm place for 20 minutes or until dough doubles in size.

Step 3

Meanwhile, heat 2 teaspoons olive oil in a large frying pan over medium-high heat. Add onion. Cook, stirring, for 1 minute or until softened. Add mushroom. Cook, stirring occasionally, for 3 to 4 minutes or until softened. Add currants and spinach. Cook for 1 minute or until spinach has just wilted. Season with salt and pepper. Remove from heat. Transfer mixture to a sieve placed over a bowl to drain excess liquid. Cool for 10 minutes.

Step 4

Divide dough into 8 equal portions. Roll 1 piece dough into a 10cm x 15cm rectangle. Combine feta and cheese in a small bowl. Place one-eighth spinach mixture over one half of rectangle. Top with cheese mixture. Fold dough over to enclose filling. Press edges together to seal. Repeat with remaining dough, spinach mixture and cheese mixture.

Step 5

Preheat a barbecue plate on medium-high heat. Brush one side of each gozleme with half the remaining oil. Cook for 2 to 3 minutes or until base is golden. Brush uncooked side with remaining oil. Turn over. Cook for 2 to 3 minutes or until golden and crisp. Transfer gozleme to plates. Cut in half. Serve with lemon wedges

INGREDIENTS:

- 2/3 cup warm water
- 2 teaspoons (7g sachet) instant dry yeast
- 1/2 teaspoon caster sugar
- 1 1/2 cups plain flour
- teaspoon salt
- 1/4 cup olive oil
- 1 green onion, thinly sliced
- 200g button mushrooms, thinly sliced
- 2 tablespoons currants
- 100g baby spinach
- 50g Lemnos Full Cream Fetta, crumbled
- 50g tasty cheese, grated
- Lemon wedges, to serve

Nutrition Snack Recipes

Information source from - <http://www.taste.com.au/recipes/35510/easy+zucchini+rice+slice?ref=collections,kids-healthy-snacks>

Easy zucchini & rice slice



INGREDIENTS:

- 5 free range eggs
- 250g pkt microwave long grain white rice
- 3/4 cup cheddar cheese, grated
- 2 zucchini, trimmed, grated
- 1/2 cup frozen peas
- 3 spring onions, chopped
- 2 50g punnet grape tomatoes, to serve
- Apples, to serve

Method:

Step 1

Preheat oven to 190C or 170C fan-forced. Grease and line a 20cm square pan.

Step 2

Lightly whisk eggs in a large bowl. Add rice, cheese, zucchini, peas and spring onions. Mix to combine. Pour into prepared pan, smoothing top with a spatula. Bake for 30-35 mins, or until set.

Step 3

Cut slice into pieces and pack in lunchbox with grape tomatoes and fruit.

Nutrition Snack Recipes

Information source from - <http://www.taste.com.au/recipes/39366/corn+spinach+and+feta+muffins?ref=collections,kids-healthy-snacks>

Corn, Spinach And Feta Muffins



INGREDIENTS:

- 1 1/2 cups (225g) self-raising flour
- 1 cup (160g) wholemeal self-raising flour
- 1/4 cup (40g) cornmeal (polenta)
- 310g can corn kernels, drained
- 100g baby spinach leaves, finely shredded
- 150g feta, crumbled
- 1 1/2 cups (375ml) milk
- 100g butter, melted
- 1 Coles Brand Australian Free Range Egg, lightly whisked
- Cornmeal (polenta), extra, to sprinkle

Method:

Step 1

Preheat oven to 200C. Line 12 x 1/3-cup (80ml capacity) muffin pans with paper cases.

Step 2

Place the combined flour, cornmeal, corn, spinach and feta in a large bowl and combine.

Step 3

Whisk the milk, butter and egg together in a jug. Pour into the flour mixture and gently stir until just combined (don't over-mix). Spoon evenly among the prepared pans. Sprinkle with extra cornmeal.

Step 4

Bake for 20 mins or until a skewer inserted in the centres comes out clean. Turn onto a wire rack to cool.

Policy Review / Feedback



Dear Campus Communities,

We are constantly updating and renewing our centre's policies to provided the best quality care. We would appreciate any input or ideas you may have to contribute to our centre policies. Please read the attached policy and provide any feedback you may have .

NOTE: Other policies are also available for access in the admin building.

POLICY OF THE MONTH:

Administration of First Aid Policy

Policy Name: _____

Please feel free to write down any feedback and comments and return this section to the office.

THE GOWRIE (QLD) INC

KINDERGARTENS

ADMINISTRATION OF FIRST AID POLICY

CONSIDERATIONS:

NATIONAL STANDARD	2.1, 2.3, 4.1
NATIONAL LAW & REGULATIONS	169 85 – 87, 89, 94, 136, 161, 168

POLICY STATEMENT:

To ensure that children in care receive immediate and appropriate first aid treatment as required by a staff member who is qualified in the administration of first aid, anaphylaxis management and asthma management.

To ensure that first aid resources are available for employees and visitors to administer first aid to themselves or by a staff member who is qualified in the administration of first aid, anaphylaxis management and asthma management.

RELEVANT FORMS/MATERIAL:

Kindergarten Service Enrolment Form
The Gowrie (QLD) Incidents, Injury & Trauma Policy
The Gowrie (QLD) First Aid Qualifications Policy
Incident, Injury, Trauma and Illness Record
Notification of a Serious Incident SI01 (ACECQA)
The Gowrie (QLD) Cleaning and Sanitization Policy
The Gowrie (QLD) Critical Incidents Policy
The Gowrie (QLD) Emergency Medication Authorisation Form
The Gowrie (QLD) Recommended Contents of First Aid Kits
The Gowrie (QLD) Managing a High Temperature Policy
Approved First Aid Qualifications (ACECQA)
Approved Anaphylaxis Management Training (ACECQA)
Approved Emergency Asthma Management Training (ACECQA)
DRSABCD Action Plan
First Aid for severe allergic reaction (Anaphylaxis)
Asthma First Aid (Asthma Australia)

SOURCES:

ACECQA (www.acecqa.gov.au)
Education and Care Services National Regulations 2011
Health (Drugs and Poisons) Regulations 1996
St John Ambulance Australia www.stjohn.org.au
Work Health and Safety Regulations 2011
Work Health and Safety Queensland First Aid Code of Practice (2004)

REVIEWED: November 2013

Date to be reviewed: November 2014

IMPLEMENTATION:	
REMEMBER	<p>Ensuring the safety of children and staff is paramount to the Kindergarten Service, therefore it is a requirement that all Teachers / Educators hold approved first aid qualifications.</p> <p>It is a regulatory requirement that parents / guardians provide authorisation for emergency medical attention whilst children are in care at the kindergarten service inclusive of first aid.</p>
FIRST AID KITS	<p>The Approved Provider of the Kindergarten Service must ensure that an appropriate number of first aid kits are kept having regard to the number of children at the service. These kits must be suitably equipped, easily recognisable and readily accessible to adults.</p> <p>A list of all staff members holding a current first aid qualification must be displayed beside each First Aid Kit in the service.</p> <p>This information is detailed below in Education and Care Services National Regulation (89).</p> <p>89 First aid kits <i>(1) The approved provider of an education and care service must ensure that first aid kits are kept in accordance with this sub regulation, wherever the service is providing education and care to children—</i> <i>(a) an appropriate number of first aid kits must be kept having regard to the number of children being educated and cared for by the service; and</i> <i>(b) the first aid kits must be suitably equipped; And</i> <i>(c) the first aid kits must be easily recognisable and readily accessible to adults, having regard to the design of the education and care service premises.</i></p>
WHAT YOU SHOULD DO	<p>Staff should refer to procedures outlined in the Incidents, Injury & Trauma Policy in regards to the immediate steps to undertake following an incident, injury or trauma. This includes following the Action Plan of DRSABCD.</p> <p>D Danger R Response S Send for Help A Airway B Breathing C CPR D Defibrillation</p> <p>DRSABCD Action Plans are to be displayed at the kindergarten service.</p> <p>Emergency Phone numbers will be displayed next to each phone including poisons information 13 11 26.</p>

	<p>The Kindergarten service will establish a system by which the contents of the first aid kits are checked and maintained at least six monthly in addition to being restocked following a major incident, injury or trauma.</p> <p>Those services which undertake excursions or daily bus run as part of the program will ensure that there is a suitable first aid kit taken during these times.</p> <p>The Gowrie (QLD) Recommended contents of Children's First Aid Kit does not include items such as safety pins, splinter probes, antiseptic solution and stinging.</p> <p>As the kindergarten service is also a work place for employees, visitors, volunteers and students additional first aid supplies such as these need to be made available for use either in a separate first aid kit or a marked container that these items are not for use when treating children in care.</p> <p>The above items are not recommended in the immediate first aid treatment of children in care due to the adverse reaction which may occur or in the case of splinters pushing the foreign body further into the wound.</p> <p>Wounds are cleaned with saline solution or water and covered as appropriate; families are then able to make the decision to apply other products outside of care.</p> <p>Splinters or any other foreign body if not able to be removed with fingers are to be cleaned and covered as appropriate for removal by the family / medical practitioner. In this instance the family is to be informed as soon as possible to enable them to make the decision when to seek treatment.</p>
<p>BLOOD & BODILY FLUID SPILLS</p>	<p>Appropriate hygiene practices and standard precautions including the use of personal protective equipment (PPE) e.g. gloves should be undertaken when providing first aid and cleaning any area and resources following the incident, injury or trauma. Use of disposable plastic aprons can be considered when appropriate.</p> <p><u>Management of blood or body substance spills</u> Spills should be attended to as soon as possible – Educators direct children away from this area or move to another environment if possible until the spill can be attended to without compromising the safety and supervision of the group.</p> <p>Protective gloves should be worn. Absorbent material, such as paper towels should be used to absorb the bulk of the blood or body substance. These contaminated materials should then be disposed of in a leak-proof, sealed waste bag.</p> <p>The procedure of cleaning the area with detergent and disinfectant should then be undertaken as outlined in the Cleaning and Sanitization Policy.</p>

<p>STORAGE OF MEDICATION</p>	<p>All children's individual medication is to be stored in nominated areas which are inaccessible to children e.g. lockable medication boxes or cupboards not first aid kits, this ensures that correct administration of medication procedures are followed.</p> <p>Service children's paracetamol e.g. panadol for the use in managing a high temperature (Refer to Managing a High Temperature Policy) should also be stored in nominated areas which are inaccessible to children e.g. lockable medication boxes or cupboards not first aid kits.</p> <p>In relation to adrenaline auto injectors prescribed to individual children as part of the Risk Minimisation Plan the Parent / Guardian is able to discuss with the Nominated Supervisor the most suitable storage of this medication which is still inaccessible to children but readily accessible to staff in the event of an anaphylactic reaction.</p>
<p>EMERGENCY ASTHMA & ANAPHYLAXIS MANAGEMENT</p>	<p>First aid kits are able to contain service emergency salbutamol inhaler and spacer for the management of emergency asthma.</p> <p>At the discretion of the kindergarten service committee first aid kits are able to contain a service emergency adrenaline auto injector for the management of emergency anaphylaxis.</p> <p>This information is noted in Education and Care Services National Regulation (94). However currently under the Health (Drugs and Poisons) Regulations (1996), Regulation 256A written authorisation for the administration of these emergency medications is required.</p> <p>Families are able to provide this authorisation through completion of an Emergency Asthma and Anaphylaxis Medication Authorisation Form or Emergency Asthma Medication Authorisation Form (Where the service does not hold Service Anaphylaxis Medication).</p> <p>A Summary List of the Children who are authorised to be administered this emergency medication and those who are not authorised is to be kept in an easily accessible place for staff reference in an emergency situation while confidentiality of this information is also retained.</p> <p>94 Exception to authorisation requirement - anaphylaxis or asthma emergency <i>(1) Despite regulation 93, medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency.</i> <i>(2) If medication is administered under this regulation, the approved provider or nominated supervisor of the education and care service or family day care educator must ensure that the following are notified as soon as practicable—</i> <i>(a) a parent of the child;</i> <i>(b) emergency services.</i></p>
<p>DIAGNOSED CHILD</p>	<p>Where a child is diagnosed with Asthma or Anaphylaxis their individual Management Plan / Action Plan is to be followed.</p> <p>As per Medical Conditions Policies a diagnosed child must have their individual medication at the service whenever they are in care</p>

NON DIAGNOSED CHILD	RESPONSE TO ANAPHYLAXIS INCIDENT
<p data-bbox="215 394 389 457">WHAT YOU SHOULD DO</p> <p data-bbox="188 527 407 894">EpiPen™ Adrenalin Auto-injector is an intramuscular injection of adrenalin designed for lay use in the treatment of anaphylactic reactions.</p> <p data-bbox="188 915 407 1041">ANAPEN is another brand of anaphylactic medication</p>	<p data-bbox="443 394 703 422">Know the symptoms</p> <p data-bbox="443 426 967 453">Early symptoms of Anaphylaxis may include:</p> <ul data-bbox="464 457 1333 674" style="list-style-type: none"> • Itchiness of palms and soles, faintness, feeling of generalised warmth, tingling, throat or chest discomfort, unusual taste in the mouth and breathing difficulty, and often a rash around the mouth. • Advanced symptoms of Anaphylaxis may include: • Facial swelling, hives, breathing difficulty, choking or coughing, vomiting or stomach upset, dizziness, loss of consciousness, diarrhoea, cramping and a drop in blood pressure. <p data-bbox="443 705 631 732">Reassure child</p> <ul data-bbox="464 737 1317 953" style="list-style-type: none"> • Reassure the child and if suitable remove him/her to a quiet area under the direct supervision of a suitably experienced member of the staff. • Gather the service medication and check the authorisation list for permission for the child • Inform the Nominated Supervisor / Responsible Person of the program immediately. <p data-bbox="443 984 1008 1012">Steps to follow in an anaphylaxis emergency</p> <ol data-bbox="464 1016 1333 1652" style="list-style-type: none"> 1. Follow DRSABCD and call Ambulance 000 (notify them this is an anaphylaxis emergency). 2. If authorisation provided by parent / guardian Administer Service Adrenalin injection (EpiPen™/Anapen). Only staff who have completed and hold current first aid training in the Emergency Management of Asthma and Anaphylaxis are able to administer the medication. Note the time of administration of medication. 3. If authorisation not provided continue to follow DRSABCD and advice from emergency services. 4. Notify parents/ Emergency contact 5. Complete an Incident, Injury, Trauma and Illness Record. 6. Notify the President / Management Committee Executive of what is taking place and any outcomes if not previously done. 7. Please note that the completion of all these tasks should be managed as efficiently and effectively as possible with the consideration of the child's wellbeing paramount at all times, and ensuring the safety of the other children in the group. 8. Inform the relevant regulatory authority of the incident through your normal representation within 24 hours as per legislative requirements. As the child required urgent medical assistance an SI01 form is to be completed and an Incident, Injury, Trauma and Illness Record.

NON DIAGNOSED CHILD	RESPONSE TO ASTHMA INCIDENT
WHAT YOU SHOULD DO	<p>Know the symptoms Signs of asthma in young children are:</p> <ul style="list-style-type: none"> • Dry, irritating, persistent cough that worsens with play. • Complaint of a sore tummy • Tightness in the chest. • Shortness of breath, which often shows as tummy breathing (abdomen looks more swollen than usual). • A wheeze (whistling sound) that can sometimes be heard when the child is breathing out. <p>These symptoms may vary from child to child and from time to time within the same child. Some children may have a number of symptoms, while some may only have a cough or a wheeze.</p> <p>Reassure child</p> <ul style="list-style-type: none"> • Reassure the child and sit in an upright position, if suitable remove him/her to a quiet area under the direct supervision of a suitably experienced member of the staff. • Gather the service medication and check the authorisation list for permission for the child • Inform the Nominated Supervisor / Responsible Person of the program immediately. <p>Steps to follow in an asthma emergency</p> <ol style="list-style-type: none"> 1. Follow DRSABCD and call Ambulance 000 (notify them this is an asthma emergency). 2. If authorisation provided by parent / guardian Administer Service Salbutamol Inhaler (eg Ventolin). Only staff who have completed and hold current first aid training in the Emergency Management of Asthma and Anaphylaxis are able to administer the medication. Note the time of administration of medication. 3. If authorisation not provided continue to follow DRSABCD and advice from emergency services. 4. Notify parents/ Emergency contact 5. Four minutes after administration of medication if there is no improvement in symptoms as per emergency first aid, administer another dose of medication and record the time of this administration. Continue to reassure the child and follow the cycle of emergency first aid for asthma until symptoms improve or emergency services arrive. 6. Complete an Incident, Injury, Trauma and Illness Record. 7. Notify the President / Management Committee Executive of what is taking place and any outcomes if not previously done. 8. Please note that the completion of all these tasks should be managed as efficiently and effectively as possible with the consideration of the child's wellbeing paramount at all times, and ensuring the safety of the other children in the group. 9. Inform the relevant regulatory authority of the incident through your normal representation within 24 hours as per legislative requirements. As the child required urgent medical assistance an SI01 form is to be completed and an Incident, Injury, Trauma and Illness Record.

<p>AMBULANCE TRANSPORT</p>	<p>The Nominated Supervisor or primary carer to accompany the child in an ambulance with the enrolment details.</p> <p>If the Nominated Supervisor / certified supervisor is unable to travel with the child to the hospital due to staffing requirements being met at the service, documentation is to be handed to the emergency personal and the President/CGB informed that the child is going to travel without staff.</p> <p>Please note that in instances of children being transported to hospital and inability to contact parent/guardian/emergency contact, the President (if not contactable then the CGB) is to be notified immediately.</p>
<p>NEVER</p>	<p>An individual child's medication is never to be administered to another child.</p>
<p>FOLLOWING THE EMERGENCY</p>	<p>As per Critical Incidents Policy debriefing of children and or staff may be discussed and arranged with the Approved Provider as relevant to the incident.</p>