

Love Kids Early Learning Centre  
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# Love Kids Early Learning Centre

## Love Kids 2010

Dear Families,

Welcome to the August Newsletter.

As you are all aware we had our validation visit early July. The days went well. It will be approximately another month before we hear the results of how we went on the 2 days.

The chicken hatching program was a success, with 7 out of the 10 eggs hatching. The children enjoyed the experience.

We have been busy over the past month, interviewing candidates for the Room Leaders role in the Joey's. We have held some 2<sup>nd</sup> interviews with hopefully a decision being made shortly. We are taking our time in choosing the applicant to ensure that we get the right one who is going to complement our team.

We have also had three current staff express and interest in the 2IC role within the service. Interviews are being conducted and a decision will be made shortly.

Regards  
Nicole.

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## Centre Availability

We have days available in most of the rooms throughout the centre. If you would like to pick up an extra permanent day these days will be available as of the 31<sup>st</sup> July 2010.

Room/ Days	Mon	Tues	Wed	Thurs	Fri
<b>Joeys</b>	*	*		*	*
<b>Koalas</b>	*		*		*
<b>Wallabies</b>	*	*		*	
<b>Bilbies</b>	*		*	*	*
<b>Possums</b>	*		*	*	

\* Indicates availability on that day  
Please note: These vacancies may change daily



## **STAFFING**

Dear Parents,

Unfortunately due to family commitments, I have had to resign from my position as Centre Manager at Love Kids. This has been an extremely difficult decision to make, as I have really enjoyed my time here, and also enjoyed getting to know all of you, your children and the staff.

My husband is looking for work over in the West Australian mines, and therefore to establish stability and routines for my children and also to make this time more manageable, I have taken a position closer to my Frankston home.

I sincerely wish Love Kids the best in the future and truly believe that this centre will continue to move from strength to strength. We are pleased to announce that an appointment for a new Centre Manager has been made and Claudia Elliott will be commencing on Wednesday 4<sup>th</sup> August

Kind Regards  
Nicole.

## **STAFF HOLIDAYS**

Jaci will be away between the 2<sup>nd</sup> August and 13<sup>th</sup> August.  
Taryn will be away from the 11<sup>th</sup> to 13<sup>th</sup> August.  
Danielle will be away on the 27<sup>th</sup> and 30<sup>th</sup> August.

## **STAFF TRAINING**

Tammy has recently completed a training session on Programming.

## **STUDENTS**

At the moment we have a few students within the centre. All these students are doing their study of Certificate II in Children's Services or Certificate III in Children's Services.

## **PHILOSOPHY, BROAD GOALS & POLICY REVIEWS**

***Sections of our policies are reviewed each month and are available in the centre foyer. In August we be focussing on***

❖ Health

All these policies are available at the Parent Library in the foyer area. Please feel free to read these and give us some feedback. The recently reviewed food and nutrition policies will be included in our updated folder shortly.

## **Staff Profile**

**Name:** Miss Rachel

**Position at Centre:**  
Qualified in Bilbies

**Favourite Food:**  
Pasta Lasagne

**Last Book you Read:**  
Twilight.

**What do you do in your Free Time:**  
Horse Riding

**Favourite Colour:**  
Blue

**What music are you listening to at the moment:**  
The Wiggles – courtesy of my son.

**A special skill that you are good at:**  
My singing

## **Accreditation Update**

We are currently awaiting the moderation decision from our validation visit on Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> of July.

## CHICKEN HATCHING PROGRAM

Please see photos in foyer with more pictures of these great days.



## CRAFT RECIPE

### Homemade Bubbles

#### What You Need:

Liquid dishwashing soap; corn syrup; pipe cleaners or wire coat hanger for a wand

#### Activity:

Help your child to measure and combine 6 cups water, 2 cups dish soap and 3/4 cup corn syrup in a large mixing bowl. Leave for 4 hours and then pour into a shallow pan for unforgettable fun! Make bubble wands by twisting pipe cleaners and coat hangers into circles, squares or any closed shape. Don't forget to make a handle with the end. Have your child dip the wand into the solution and gently wave his/her arm through the air. The bigger the wand opening the bigger the bubble. Be sure to bend sharp edges of the wand back so they do not make contact with the opening.

## Parent input

At Love Kids we encourage and appreciate parent input. Parents can offer suggestions on such things as routines, programming, and ideas for centre events and provide us with valuable insight into their child.

We are continually trying to improve the quality of our care and the service we provide for families so all feedback is appreciated and taken on board.



## **NCAC ACCREDITATION**

### **Step 4: Moderation**

The process of Moderation helps to ensure that all services participating in Child Care Quality Assurance (CCQA) are treated fairly and consistently. Moderators assess the quality of the service's practice, guided by information in the service's *Self-study Report*, *Validation Surveys* and the *Validation Report*. Moderators also consider information from the service's *Validation Evaluation Form*, when available.

Moderators look at each service as a whole, identifying patterns of quality care within the service. Moderators rate the service practices against the principles in the relevant CCQA system. A *Composite Quality Profile (Profile)* is compiled from information in the service's *Self-study Report*, the service's *Validation Surveys*, the *Validation Report* and the Moderation ratings. The *Profile* shows a composite of these various views of service performance across Quality Areas of CCQA using protocols developed for NCAC by the Australian Council for Educational Research. The *Profile* uses four standards: Unsatisfactory, Satisfactory, Good Quality and High Quality.

Moderators also write a *Continuing Improvement Guide* for the service. The *Continuing Improvement Guide* focuses on quality improvement and is based on trends in the Quality Areas, evident in the service's *Profile*

## **RECIPE IDEAS**

### **Bacon leek pasta**

**Serving Size:** 4

**Category:**

Dinner, Pasta, Easy recipes

#### **Ingredients:**

- 300g bacon, diced
- 1 leek, washed and thinly
- 1 cup sour cream
- 200g pasta such as penne
- pepper to taste
- parmesan cheese, finely grated

#### **Method:**

Cook the bacon in a frying pan with a little oil for a minute. Add the chopped leek and frozen peas to the pan. Meanwhile put the pasta on to cook, according to directions on the packet. Reduce the heat and add the sour cream slowly, stirring to make a sauce and season with pepper. Drain pasta completely and combine with sauce. Serve immediately with parmesan.



Each Newsletter we will be adding a recipe, please bring in your favourite family recipe that we can share.



## **REMINDERS TO PARENTS**

### **Our centre is licensed between 6:30am – 6:30pm**

Late fees will be charged if your child is picked up after 6:30pm. These will be charged at \$1.00 per minute for each minute that your child has not been collected after closing time. The late fee will need to be paid in cash to the late staff on that night; no CCB can be claimed for this fee.

### **Door Code**

At NO time are you to give the code of the door to anyone under the age of 18 years or anyone waiting to enter the centre. This code is only to be given out by Management. If at any stage anyone is waiting to enter the centre while you are arriving or leaving the premises, please ring the door bell for staff assistance. By not letting strangers into the centre we are ensuring that the safety of the children is met at all times.

### **Immunisation Updates**

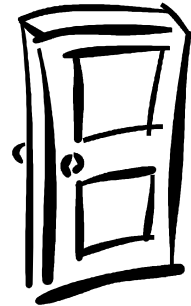
It is a policy of the centre and a requirement of DEECD that we have our immunisation records for all children enrolled at our service. Please ensure that we have updated details of your child's immunisation history, otherwise we will need to treat your child as unimmunised. By bringing in your child's blue maternal health book, we can record the necessary information.

### **DEEWR Requirement**

All families are required to be linked to DEEWR. If you have not supplied me with yours and your child's CRN (customer reference numbers) and dates of birth please do so ASAP. This is a requirement for any child in care. Please contact your local Family Assistance office or centre link for more information.  
Thankyou in advance

### **What do you have in your child's bag???**

Do you know what is in your child's bag? It is extremely important that your child's bag doesn't contain anything dangerous to children in it. Often families will use the same bag on the weekend and have a habit of putting other things inside. At Love Kids the children have access to their bags as they are stored in the children's rooms, so please make sure you remove all dangerous objects. This may include adult and children medications, money (coins), and lighters.



## IMPORTANT EVENTS COMING UP: August | September 2010

**Friday 6<sup>th</sup> August** – Jeans for Genes day.



**Friday 27<sup>th</sup> August** – Daffodil Day. Come dress in yellow to show your support



**Wednesday 8<sup>th</sup> September** – Special friends afternoon tea

**Friday 24<sup>th</sup> September** – Footy Day, come dressed in your favourite footy teams colours.



## LEARNING IS A PROCESS, NOT A PRODUCT

So many of the things young children learn and achieve are intangible - they cannot be produced as the end product of effort.

If learning is a process not a product, perhaps we should not ask our children

- What did you learn today?
- What did you work at today?
- What did you make today?

Today your child may have progressed in learning:

- To communicate more effectively with their peers
- To cope more rapidly with all the demands of their environment
- To think more critically
- To appreciate beauty
- To accept failure

They may have also

- Increased their vocabulary
- Broadened a concept
- Accepted a challenge
- Seen a relationship
- Gained in confidence, self respect, independence
- Lost a fear and gained a skill
- Anticipated a problem

Your child may not be able to tell you these things, but they are all signs of great development just as surely tight clothes and the need for bigger shoes is a sign of physical growth.

**Joeys Room News**

Hello from the Joey's

We have all been having a great month, playing with our friends, learning a few words, doing some great colourful artwork to brighten up our room and we have all been GREAT listeners, although sometimes it's selective hearing!!!!

We have all come along well with using our spoons and forks. Some songs we have been signing and enjoying include open shut them, BINGO, the wheels on the bus, 3 cheeky monkeys and more.

We have also been enjoying some new books especially the boggle eye book 'Look out Fergus'

Miss Joanna and Miss Amber.

**Koalas Room News**

Hello Parents,

We have been having such a busy time in the Koalas over the past month. We have had a few children move up from the Joeys Room (Lachlan and Abbie) and a new child to the centre Noah. They are all getting to know their new friends and staff and are having lots of fun!!! Naomi, one of our staff members who is studying the Diploma in Children's Services has been doing a study placement with us as well this month, so Jaci and Vanessa have been taking turns week about to do what Naomi normally does.

Jaci is having a well earned holiday from 2<sup>nd</sup> till 13<sup>th</sup> August; we know she will be well rested and refreshed when she comes back!!!

We are all looking forward to having our Grandparents come and visit us on Tuesday 27<sup>th</sup> July, its great when we can show them what we are doing at Love Kids with our friends.

We have had a few Birthday Parties as well!!!

Happy Birthday to Gian Carlo, Chelsea, Samantha, Mayson, Miss Vanessa, Sienna H, Oliver and Miss Jo. We had yummy cakes on their special days. Thanks for sharing with your friends ☺ ☺☺

We in the Koalas have a new song for you this month:

**Johnny and his Hammers**

Johnny works with one hammer, one hammer, one hammer,

Johnny works with one hammer, then he works with two.

Johnny works with two hammers, two hammers, two hammers,

Johnny works with two hammers, then he works with three.

(continue until you get to five hammers, you hammers are you fists, your feet and your head)

Johnny works with five hammers, five hammers, five hammers,

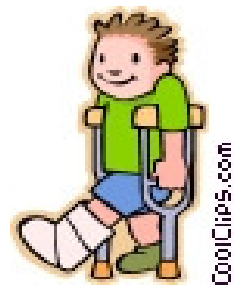
Johnny works with five hammers, then he goes to sleep.....

**Wake Up Johnny!!!!**

We were just wondering if the parents of the children who bring dummies for sleep time would be happy to put them into a little container with their child's name on them and then we will put them in a bigger container on the lockers each day??? Every now and then we seem to loose them☹☹☹

Also can we please have all jackets, hats, clothes, bags and blankets clearly named as again things go missing from lockers.

Each child.....  
is unique,  
bringing to the  
learning  
situation an  
exclusive set of  
capabilities and  
dispositions



## August 2010

We are always available to discuss any matters or concerns which you may have about your child, our room or the Centre itself.

From the Koalas Room Staff:

Jo, Vanessa and Jaci

### Wallabies Room News

Dear Parents,

The Wallabies have been very excited watching the 'little chicks' hatch from eggs. The chicken hatching program has been great for extending conversations, working on all aspects of and language skills and encouraging the group to share.

To extend on this topic we have been reading books about animals, singing songs and playing with animal puppets.

With the children's interests changing we are modifying the program accordingly – the children are doing more exciting craft, construction and outdoor play.

We have been involved in lots of dramatic play experiences including house play, hairdresser and office play.

IF you have been doing anything interesting at home please tell us. We always welcome families bringing in photos or being involved in our programs.

From,  
Mel, Dee and Taryn

### Bilbies Room News

Hi Everyone,

We have been very busy little bees in the Bilbies room over the past month doing lots of art and craft to decorate the room. Creating is a very important part in the learning development of children allowing them to create, discover and practice, whilst still having fun.

We are having book week from the 26<sup>th</sup> to 30<sup>th</sup> July, which will give the children a chance to bring their favourite book from home to share with their friends. We look forward to seeing all the different interests each child has in their choice of books. Over the next few months we are going to be practising to write letters and numbers to help the children learn to write their names. IF parents can, it would be great to also practise this at home.

Please continue to follow our healthy eating policy, we will also be having lots of discussions on what good foods we love to eat. Rachel has done a small course on fussy eating and has a lot of information fro parents if anyone would like a copy.

Rachel & Dani.



**Possums Room News**

Hello Possum parents,

This year is just flying by so fast and the possum room continues to be full of activity. More bilby children are coming up to our room in the next week and I would like to welcome these families into our room.

The possum children are becoming more interested in drawing and writing words, so Miss Placida and I are encouraging the children in this and adding more experiences to our plan to accommodate them and help challenge the younger children.

We are continuing to work with the children on respecting their belongings and the toys they play with and putting things back when they have finished playing with them. The children are doing a great job of this and some are doing this independently without being asked.

I had parent/teacher interviews on Tuesday the 27<sup>th</sup> and Wednesday the 28<sup>th</sup> of July with some of you, I hope you found them helpful and informative. If you wish to talk to me about your child and you didn't get an interview, feel free to organise that with me when you see me next.

Miss Tammy and Miss Placida.



**PARENT PARTICIPATION/SHOOTING STAR PROGRAM**

My Child is in the ..... Room

I would like to participate in the program by .....

.....

I am able to .....

My availability is .....

Parent Name .....

Please complete and hand to staff in your child's room or the office

**NEWSLETTERS/ACCOUNT STATEMENTS**

I would prefer to receive the newsletter via email

My email address is .....

My child's name is .....

Please give this form to the office

**INFORMATION EVENINGS**

I would like to have an information evening covering the topic of

.....

My preferred night for an information evening would be.....

Parent name .....

Please give this form to the office

# Nursery furniture and safe sleeping



The Royal Children's Hospital Safety Centre, Melbourne 2006

Bedtime for babies and children is often welcomed by parents as a time to relax, or at least a time to catch up! By setting up the nursery or bedroom with safety in mind, you will sleep soundly in the knowledge that your child is also peaceful, safe and secure. There are many aspects to safe sleeping to consider, for example nursery furniture to buy, setting up the nursery, heating the room during the colder months, whether to use a portable cot when travelling, or bunk beds as the children grow older.

## Choosing nursery/bedroom furniture

### General guidelines

Given the wide range of nursery furniture from which to choose, it can sometimes be overwhelming when trying to decide what to buy. Look for simple designs that incorporate safety features. There are Australian Standards that apply to the design and manufacture of most items. Always ask if the furniture meets these standards. The best choice is not always the most expensive.

### Second hand furniture

Occasionally well meaning friends and relatives will offer furniture that they once used with their children – without any injury occurring. The furniture may be in good condition, however safety standards have improved over the years. While you may not wish to offend, it is essential to check the furniture before using. In general, the furniture needs to be solid and stable, have brakes or locking devices in good working order and there should be no rough surfaces, sharp edges, paint chips or parts that protrude, e.g. screws.

**Warning:** Remember- avoid buying, borrowing or accepting any second-hand products that lack mandatory labels and safety features. Using these products increases the risk to your child of serious injury and possibly death. Source 'Safe Products for your Baby' Consumer Affairs

### Cots and mattresses

There is a mandatory Australian Standard that applies to household cots. Use a tape measure to check:

- The space between bars (50–95 mm).
- The distance between the base and top of the cot (at least 600mm).
- The space between the mattress and the sides and ends of the cot should be no more than 20mm.

The mattress should be firm. There are major risks with using ill-fitting and second hand mattresses in cots and portacots, as children can become trapped and suffocate. Pillows, doonas, cot bumpers and cot restraints should not be used.

Portable cots are only meant for short-term use. Check the locking devices and stability of the cot before use, especially second hand furniture.

Never make any alterations to cots.

### Prams and strollers

Falls from prams and strollers are common.

**Never leave a baby or child unattended or out of sight in a pram or stroller.** These items should not replace a cot for sleeping.

In considering whether to buy a pram or stroller think about aspects such as weight, portability and ease of use. Check for the following safety features:

- A five point harness (combined crotch strap, waist belt and shoulder harness).
- A stable and solid frame.
- Easy to use and secure brakes.
- A secure frame locks if the pram/stroller folds up for the purpose of carrying.
- No gaps that can trap a child's head, fingers, arms or legs.

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Hospital Melbourne**



Safety Centre

# Poisoning prevention

The Royal Children's Hospital Safety Centre, Melbourne 2006



Young children have been known to eat and swallow foul-tasting and also dangerous substances. Although many poisonings occur in children, death is rare. Emergency treatment and admission to hospital of children due to swallowing or inhaling a poison unfortunately occurs all too often.

Most young children who are accidentally poisoned at home come from loving families with attentive, caring parents or guardians. However, it's simply not possible to watch your children every minute of the day.

Parents are often surprised to learn that they have so many poisonous substances at home and also the speed at which their child can get hold of them.

## Rates of poisoning

In Victoria, at least eight children a day receive medical attention after swallowing poison.

Poisoning occurs predominantly in children under five years of age and is most common in those between one and three years of age.

Poisoning is the second leading cause of injury hospitalisation, after accidental falls, in children 0-4 years of age in Victoria. Still most parents don't believe it will happen to their children or in their home.

The most serious poisoning usually involves medicines. Medications are responsible for more than 70% of childhood poisonings.

Eighty four percent of unintentional poisonings occur in the home because of improper storage.

Statistics are based on those provided by the Victorian Injury Surveillance Unit (VISU) 2005.

## Most common causes of poisoning in children under 5 years of age (calls to VPIC 2005)

### Drugs and medications

- Paracetamol
- Antibiotics
- Cough and cold medicines e.g. Demazin, Dimetapp

### Household chemicals

- Pesticides, rat or mice baits
- Cleaning agents – general purpose or hard surface cleaners
- Soaps, sink detergents
- Dishwasher powders or tablets
- Bleaches

There are many more poisons you need to be aware of, including vapouriser solutions, asthma medication, benzodiazepines (drugs prescribed as muscle relaxants or anticonvulsants), antihistamines, cosmetics, essential oils, contraceptives, tobacco, alcohol, iron tablets, migraine tablets, mothballs, petrol, oven cleaners and drain cleaners.

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Safety Centre

<b>HLTH 1.4 Exclusion Policy</b>		<b>H E A L T H</b>	
		P O L I C Y & P R O C E D U R E	
Reference:	1. Childcare Services Handbook 2007-2008 2. State Specific Childcare Regulations & Act as per SCH1.1 State Based Regulations & Legislation Schedule 3. National Health and Medical Research Council	Issue Date:	September 2009
		Review Date:	August 2010

**Objective**

For all new families, children and staff to understand the need to exclude families and or children from the centre from time to time.

**Explanation**

Under some circumstances it may become necessary to exclude a family or child from the centre for the best interest for the family or child or to protect the centre and its staff, other children and families.

**Implementation**

A child/children or family will be excluded from the centre under the following circumstances:

1. Failure to pay outstanding fees after two weeks
2. The child has an infectious illness. The child is able to return to the centre with a clearance letter from a Doctor. Records of contagious illnesses are kept on the HLTH F1.1 Contagious Illness Register. The child will be excluded for the time specified on the school exclusion table from the National Health and Medical Research Council website or downloaded file (<http://www.nhmrc.gov.au/publications/fullhtml/exclusion.htm>). When a child is diagnosed with a notifiable contagious illness the relevant State Health Department will also be notified. Children who are not fully immunized are advised to be excluded from the centre when an infectious disease occurs.
3. Inappropriate or abusive behaviour from a parent towards children, staff or other families within the centre. The Centre Manager reserves the right to ask a parent to vacate the premises when excessive negative behavior (verbal or physical) is displayed by a parent when at the centre.

Our aim as early childhood professionals is to offer a caring, educational and safe environment for all children. In the event of a child with extreme behavioural difficulties, where other children and staff are continually at risk the following procedures will be followed prior to exclusion as the last resort:

1. Observations taken
2. Open discussions between parents and relevant staff
3. Behaviour Management Program initiated.
4. Observe and evaluate the Behaviour Management Program for the individual child over a reasonable time frame.
5. Further discussions with parents
6. If progress is not being made, contact the relevant Department in your state for advice.
7. The Licensee/Management reserves the right to expel/exclude the child.

**Associated Forms**

HLTH F1.1 Contagious Illness Register

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<b>HLTH 1.24 Illness &amp; Emergency Care Policy</b>		<b>H E A L T H</b>	
		P O L I C Y & P R O C E D U R E	
Reference:	State Specific Childcare Regulations & Act as per SCH1.1 State Based Regulations & Legislation Schedule	Issue Date:	September 2009
		Review Date:	August 2010
QIAS Principles:	4.6, 5.5, 6.1. 6.2, 6.4, 6.6, 7.2		
Source:	Staying Health in Childcare 4 <sup>th</sup> Edition – December 2005		

**Objective**

To provide guidelines surrounding the acceptance of unwell children into a service and procedures for managing a child who becomes unwell whilst in care.

**Explanation**

When groups of children play and learn together, illness and disease can spread from one child to another even when the service implements hygiene and infection control practices. Each service has a duty of care to ensure that all persons are provided with a high level of protection during the hours of the service's operation. Children, staff and visitors who enter the Centre must be well enough to fully participate in the activities of the day. Sick children and staff need to be excluded from the Centre until well.

**Implementation**

The Centre Manager or nominated person in charge reserves the right to refuse entry to any child or staff member who comes to the centre obviously unwell. The Centre does not have separate facilities or staffing levels to care for sick children.

The following symptoms are warning signs that the child/adult is unwell:

- Severe, persistent or prolonged coughing (child goes blue in the face and makes a high pitched croupy or whooping sound after coughing)
- Breathing difficulties (noisy, wheezy)
- Yellowish skin or eyes
- Irritated eyes, eye lining red, puss from eyes
- Unusual spots or rashes
- Vomiting and/or diarrhoea
- Temperature over 38 degrees Centigrade

Children, staff and visitors who become ill during the day will be sent home. Parents will be phoned to collect their child as soon as possible.

It is suggested that parents arrange for a relative or friend to be available for emergency care for times when a child is ill and unable to attend the centre.

Some illnesses may require medical attention and an absence from the centre until completely recovered. A Doctor's clearance may be necessary at the end of the isolation period, before child/staff/visitor can return to the centre.

An Exclusion Table of Infectious Diseases covering all infectious diseases can be found on the centre noticeboards for easy access. This gives information to families and staff about exclusion times. Please refer to HLTH1.6 Contagious Conditions Policy.

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**When a child becomes ill whilst in care:**

Should a child become sick or an accident takes place the centre follows a procedure which is in accordance with current state licensing regulations, the centre manager and/or other staff members will seek medical aid, hospital and/or ambulance, as they deem it necessary:

1. The carer will alert the management in charge (Centre Manager or Assistant Centre Manager) that a child has fallen ill.
2. Management will then notify parents or the emergency person if parents are not contactable, and communicate to them what the child's symptoms are and if the child must be collected.
3. If needed the Ambulance is called for or the emergency doctor (depending on the situation)
4. If the child seems to have a contagious condition, has temperature, is coughing or sneezing the carers must separate the child from the other children. The child is calmed, comforted and provision are made until they are collected.
5. All details of an illness are recorded on an HLTHF1.2 Accidental Incident Form, which is signed by both carer and witness and then signed by the child's parent who receives a copy of the report. The report contains:
  - name of child and age
  - staff members present
  - date and time of illness
  - action taken
  - parent signature
6. Should the illness be an outbreak, the outbreak is recorded in our contagious illness register and the relevant State health Department are informed of the event.
7. Management make follow up calls to see how the child is progressing over the next few weeks.

**Should a child present with a temperature whilst at the centre:**

1. After taking the child's temperature and recording to monitor change staff will encourage the child to drink plenty of water unless there are reasons why the child is only allowed limited fluids;
2. removing excessive clothing; and
3. Sponge lukewarm water on the child's forehead, back of neck and exposed areas of skin, such arms or legs.
4. Administer single dose of paracetamol with parental consent
5. Recheck temperature and record to monitor change.

**Conditions:**

1. The parent must give prior permission for the administration of a single dose of paracetamol which is included on the Enrolment Form.
2. The child's temperature must be over 38 degrees Celsius and the parent contacted for verbal consent. The parent must collect the child from the centre as soon as possible.
3. Staff will document the times, temperatures and conversations.
4. Two staff will check the age-appropriate dosage and administer this to the child. A record of the drug administration will be made on the HLTH F1.5 Administration of Medication Form.
5. The centre can administer pre-purchased paracetamol if permission has been obtained from the local Public Health Unit. Records of parental consent, stock control and correct dosage administration must be kept.
6. Paracetamol must be kept in separate, secure storage.

This policy must be followed in conjunction with HLTH1.21 Administration of Medication Policy.

**Associated Documents**

- HLTHF1.2 Accident | Incident Form
- HLTHF1.5 Administration of Medication Form
- HLTH1.21 Administration of Medication Policy
- HLTHF1.1 contagious Illness Register

Prepared By: GCA

Version: 1.2

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