

# Bialik Children's Centre

## Handbook 2025



**Early Learning  
Centre**

**BIALIK EARLY LEARNING CENTRE LTD**

ABN 60 643 792 107

Learning Centre Reception

☎ (03) 9822 4599

Bialik Children's Centre (BCC) Reception  
0-3 YEARS OLD

☎ (03) 9822 7982

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# Bialik Children’s Centre is an Approved Long Day Care Centre

## 1. STATEMENT OF PHILOSOPHY

Bialik is committed to the pursuit of excellence in an enriching, innovative and nurturing environment and is dedicated to empowering students with the knowledge, skills, dispositions and values necessary to achieve their potential and to contribute meaningfully to the Jewish, Australian and global communities.

Bialik is unique as Australia’s only cross-communal Jewish school embracing the entire Jewish community regardless of affiliation or practice. Our students have a strong and positive relationship with Israel, and they enjoy exploring the complexity of Jewish life. Their experience of Judaism is expansive and inclusive, embracing the reality that there are different paths for different people.

Bialik College teaches and celebrates the richness of Jewish life and provides an experience of Judaism that is embracing and outward-looking, whilst traditional at base. Students develop skills, dispositions, knowledge and values that are essential for them to become active members across our Jewish community. As students mature, their engagement with Judaism becomes increasingly expansive, equipping them to make informed choices about their Jewish practice and identity.

Bialik College Early Learning Centre is inspired by the Reggio Emilia educational approach, the Victorian Early Years Learning Framework and the National Quality Standards Framework. This supports and challenges our role as educators to strive to make visible the curiosity and resilience of the young child through active listening. Bialik core values of respect, perseverance, integrity, empathy and responsibility are values that are lived every day. Children come to school with many variances in their thinking, talking, physical and social skills. Not only will each child be at different stages in their development, but the pattern of their ongoing learning can be uneven.

The concept that staff are all ‘lifelong learners’ is the central tenet in the vision and culture. The philosophy as educators is that staff are all on a learning continuum, a constantly deepening process that lasts a lifetime. The language used around the school reflects the culture that the staff and students make up a community of learners. This assumption is reflected in the time and resources dedicated to professional development.

## 2. CONTACTS

<b>HEAD OF EARLY LEARNING CENTRE</b>	Daphne Gaddie	<a href="mailto:gaddid@bialik.vic.edu.au">gaddid@bialik.vic.edu.au</a>
<b>MANAGER OF BIALIK CHILDREN’S CENTRE (BCC)</b> (3 months - 3 years)	Melanie Turkopp	<a href="mailto:turkom@bialik.vic.edu.au">turkom@bialik.vic.edu.au</a>
<b>BCC RECEPTION</b> (3 months - 3 years)	Monique Janssen	<a href="mailto:BCC@bialik.vic.edu.au">BCC@bialik.vic.edu.au</a>
<b>COORDINATOR OF HEBREW &amp; JEWISH STUDIES</b> (Primary and ELC)	Tali Barr-Waanders	<a href="mailto:barrwt@bialik.vic.edu.au">barrwt@bialik.vic.edu.au</a>
<b>FIRST-AID OFFICER</b>	Gayle Redfern	<a href="mailto:redfeg@bialik.vic.edu.au">redfeg@bialik.vic.edu.au</a>
<b>BIALIK COLLEGE PARENTS’ ASSOCIATION</b>	TBC	<a href="mailto:bcpa@bialik.vic.edu.au">bcpa@bialik.vic.edu.au</a>

### 3. COMMUNICATION

The Bialik Children's Centre (BCC) will update Parents regularly about their child's participation and development.

#### EMAILS

Parents will receive emails from these accounts:

- The **BCC Team** will send emails about enrolment, orientation, permission slips, medical updates and parent meetings.
- The **Bialik Communications Team** will send school-wide communications about news, events and safety.
- The **Bialik Accounts Department** will send fortnightly invoices via **OWNA App**. Contact the Accounts department at [accounts@bialik.vic.edu.au](mailto:accounts@bialik.vic.edu.au) to address any financial concerns.

#### OWNA APP

This App is the main form of communication regarding your child's activities. It's used for:

- **Attendance** Sign-in, sign-out, non-attendance and casual bookings
- **Daily Routines** about milk, sleep, food, and nappy changes/toileting.
- **Activity Updates** You'll receive text and image notifications showing your child's participation, exploration and development.
- **Fortnightly invoices** and **CCS rebates** via our Accounts department. You'll receive an email from [support@owna.com.au](mailto:support@owna.com.au) for your first invoice. Please check your spam folder and add the email address to your safe contacts or mark it as safe.

#### How to download OWNA app

The app can be downloaded from the App stores:



The BCC Team will email instructions with your login details.

You'll receive an email from [support@owna.com.au](mailto:support@owna.com.au) for your login. Please check your spam folder and add the email address to your safe contacts or mark it as safe.

#### Mandatory for new families on the OWNA App

Essential things you need to do on the OWNA App

1. Sign the Complying Written Arrangement (CWA) Form.
2. Sign Direct Debit Request (DDR) Form

The BCC Team will email parents instructions on how to do this.

Our Accounts Department will access the direct debit details. It is essential that direct debit details are kept up-to-date to avoid dishonour fees. For questions regarding accounts (balances, payments, etc), please contact [accounts@bialik.vic.edu.au](mailto:accounts@bialik.vic.edu.au).

#### Hours of Operation

The hours of operation are:

7.15am – 6.00pm Monday to Thursday  
7.15am – 5.00pm Friday

See [calendar](#) for more detail throughout the year.

### 3. 2025 Key Dates

The BCC will be closed for the following Jewish holy days:

- Festival of Pesach (Passover)
- Rosh Hashanah (New Year)
- Yom Kippur (Day of Atonement)

The BCC will close at 5pm On Erev (the afternoon prior to) Pesach, Rosh Hashanah and Yom Kippur, the BCC will close at 5.00pm.

See [calendar](#) for more detail throughout the year.

#### The BCC will be closed for the following Public Holidays:

- New Year's Day
- Australia Day
- Labour Day
- Good Friday
- Easter Monday
- Anzac Day
- King's Birthday
- Grand Final Holiday
- Cup Day
- Christmas Day
- Boxing Day

### 4. CURRICULUM

Our rich and varied learning environments offer many opportunities for the children to explore, be curious and discover new interests and skills in a collaborative setting. This is enabled in a learning environment where a key focus is on the development of relationships amongst children and with their educators. Incorporating the National Early Years Framework, children choose experiences that interest them and the educators intentionally teach through these moments encouraging individual thinking and social, emotional and intellectual development.

#### HEBREW AND JEWISH STUDIES

We aspire to create a connection between the children, their Jewish heritage and the State of Israel. Within the Hebrew and Jewish Studies program, the children learn about *Chaggim* (Festivals) through stories, games, role-play, songs, dance and food. The children will often be re-enacting storytelling with puppets and costumes.

The Hebrew curriculum is based around children's interests and links directly to the investigations in which they are immersed. The children will become familiar with the vocabulary that is incorporated into their daily routine.

Our aim is to not only familiarise the children with Jewish heritage and language, but for them to access vocabulary within a meaningful context and to be able to actively participate in Jewish festivals and Kabbalat Shabbat.

The Jewish Studies program is designed to develop an understanding of and love for the beliefs, heritage and traditions of Judaism.

Each Friday morning, children prepare for Kabbalat Shabbat where they learn about the practices, traditions and *brachot* (blessings) for Shabbat. This involves the making of their own challah. Each term, an invite will be sent to all families via the app to book a Friday that suits.

To establish a routine of giving *Tzedakah* (charity), children are asked to bring a coin on Fridays.

## MUSIC AND LIBRARY

Specialist sessions for Music and Library are held one day per week.

Children not enrolled on these days are welcome to attend with full parental supervision. Please let us know, via the BCC App or reception, if you and your child wish to attend.

The children will also benefit from access to the ELC Library and Librarian, introducing them to books that will cater to their emerging interests.

## TECHNOLOGY

In a rapidly changing world, technology is an integral part of our children's lives. Remaining cognisant of current research regarding screen time for young children, technology is appropriately integrated into the curriculum and used to support and reinforce their learning. Children will have access to interactive screens, tablets and other technologies as part of our diverse programs. Our educators will create innovative opportunities using technology for exploration.

## DAILY ROUTINES

Daily routines are designed around each child's individual needs and factor in rest/sleep, eating, toileting or changing, self-help skills and active periods of concentration and exploration. Learning experiences and provocations are facilitated for the individual and group, occur indoor and outdoor. This is often child initiated and/or adult directed but intentional by nature forming an integral component of the daily schedule. The structure of the day offers familiarity for children, promotes independence whilst building in enough time for unhurried and relaxed transition.

## 5. MOBILE APP SIGN IN/SIGN OUT

The parent or authorised person must ensure that they sign their child in on either their mobile device or on the iPad located at the BCC Reception Desk at the beginning of each day. The parent or authorised person collecting the child must sign the child out at the end of each day before leaving Bialik. If the parent or authorised person is unable to collect the child at the time indicated (on arrival), please contact the BCC (9822 7982) so that this information can be conveyed to your child and your child's educator.

## LATE PICK UP

A late fee of \$15 per 10-minute block will apply in the event your child is picked up after closing time.

### **Only people you nominate in writing will be permitted to collect your child.**

In extenuating circumstances your child may be collected by someone other than an authorised person. Contact the BCC Reception to provide the details of the person who will collect your child. Information includes: mobile, email and a picture, if possible. A Drivers license will need to be checked at reception.

You will be contacted if an unauthorised person, or someone whose identity cannot be verified, arrives to collect your child.

In the event your child needs to be collected earlier than the anticipated pick-up time, please advise reception.

### **Parents are responsible for the care and welfare of their children before sign-in and after sign-out.**

## ABSENCES

If your child is absent for any reason, including illness or holiday, please inform us via OWNA App.

## 6. MEDICATION

It is important that any medication required by a child during attendance at the service is handed to reception staff. A parent or authorised person must complete the Medication Authorisation form. The medication, both prescribed or over the counter, must have a pharmacy label that has the child's name and administration details, be in its original packaging, and is before the expiry/use by date.

**Note:** Medication to treat asthma or anaphylaxis do not need to be accompanied by the Medication Authorisation form as it's covered in the student's Action Plan.

## 7. REST TIME

Throughout the day at BCC, children will require rest and sleep times. We believe that sleep and rest play an important role in a child's growth and development, hence, all children are encouraged to have a rest period. While many children sleep during this time, others may simply rest quietly. We will work closely with you and your child to create a routine that aligns with the home environment and your child's needs.

## 8. COMMON AREAS

The area known as the **Piazza** is the central space located by the stairs and extends to the entrance of your child's room. This is a multi-purpose space which is used for community gatherings, small group learning and parent information evenings. Families are responsible for their children in this space if present.

The two downstairs children's rooms are Gimmel and Dalet. There is lift access, if required, for the upstairs piazza and the two children's rooms, Aleph and Bet.

Accessible from the children's rooms, there are both indoor and outdoor environments in which intentional learning takes place.

## 9. HEALTH AND WELLBEING

Despite all precautions, common illnesses are easily spread as the children work and play in close contact with each other. It is important that children who attend BCC are healthy and well.

Young children who are still developing immunity can get as many as eight to ten colds each year. If your child has a runny nose and/or persistent cough or is vomiting and/or has diarrhea, a temperature or is generally lethargic, they should be kept at home and rested until completely well. Sending your child to BCC increases the likelihood that infection will spread to their friends.

### Victorian Government statutory requirements

If your child is experiencing symptoms such as diarrhea, vomiting or a temperature over 38°C, exclusion from BCC until 24 hours after the symptoms have ceased is mandated.

If a staff member believes that your child is not well enough to be at BCC due to illness or injury, following consultation with the School Nurse, you will be advised so that you can plan for the collection and care of your child.

## 10. MEDICAL ADVICE

Please let the BCC know if your child is ill and has sought medical advice from a GP or otherwise. This allows educators to keep an eye out for similar symptoms in other children.

## 11. ALLOWABLE ABSENCES

Please refer to information from Human Services for allowable absences (for Government subsidy purposes only):

[humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](https://humanservices.gov.au/individuals/services/centrelink/child-care-subsidy)

## 12. HEAD LICE

Bialik College has a Head Lice Policy that outlines the roles and responsibilities of the various people involved in the detection, treatment and control of head lice. Please refer to the Head Lice Policy in **Appendix C**.

## 13. SUNHATS + SUNSCREEN

Bialik College is a Sun Smart institution. It is important to have a healthy balance of UV (ultraviolet radiation) exposure. Too much UV can cause skin damage whilst too little can lead to low Vitamin D levels. Vitamin D is necessary for general health, especially the development and maintenance of healthy bones and muscles in children.

Throughout the year if the UV is over 3 all children who attend the BCC are required, when outside, to wear hats that protect their face, neck and ears, i.e. legionnaire or broad brimmed hats. Baseball or peak caps are not suitable.

Sunscreen lotions will be available to apply during the day, however, if your child uses a particular sunscreen, please ensure it is a clearly labelled.

During the summer months, please ensure that sunscreen is applied to your child prior to arriving. Sunscreen will be reapplied as required throughout the day. Please refer to the Sun Smart Policy in **Appendix A**.

## 14. CLOTHING AND BEDDING

Comfortable and appropriate clothing and footwear will enable your child to participate in the day-to-day experiences and varied activities offered. We believe that our environment, incorporating changes in weather conditions, provides learning opportunities for the children. Dressing to suit different temperatures supports this exploration.

We will be providing waterproof pants or overalls for the adventurous crawlers and fast-paced toddlers throughout the day.

We understand that your child will be achieving big milestones during their time with us so bare feet or soft shoes may be the best option whilst mastering their physical skills at different times of the day.

Please **provide a full change of clothes** which will be kept in your child's locker in their room. To ensure we are playing a positive role in sustainability, each family will be provided with a dry bag in your welcome pack. This will be used to place wet or dirty clothing and will be ready for collection at pick-up. Please bring this bag to BCC each time your child attends. Your child's own sheet and bedding should be provided for rest time and will be sent home weekly for laundering. Please feel free to bring your child's comfort items which may include favourite blanket.

**All clothing and bedding should be clearly labelled.**

We discourage the children from bringing toys and cherished items to BCC (that are not comfort items) as this may lead to an expectation to share a very important and valued item or possibly result in the item being damaged or lost.

## 15. FOOD

### ALLERGY AWARE POLICY

Bialik College is a nut aware school. As part of our ongoing safety awareness, we adhere to a total nut aware policy throughout the entire College. Please refer to the **ALLERGY AWARE POLICY** in Appendix B. **No nuts, or products containing nuts, are permitted to be brought onto the premises.**

### MEALS

#### Breakfast

Breakfast is provided for the children until 8.30am who arrive early and have not had time to eat before coming to BCC.

#### Morning Tea

Children have an array of fruit and milk and/or water during the morning prior to lunchtime. Fruit is provided and is prepared with the children, providing a learning experience regarding nutrition and the use of our senses of touch, sight, smell and taste.

#### Munch and Crunch

Vegetable sticks are offered throughout the day for children to stop and eat in between meals. This often helps them re set and energise themselves for the many active experiences offered.

#### Lunch

Lunches and afternoon tea are provided by our kosher, dairy kitchen. The menu is planned by our ELC cook. Children with allergies or who have other dietary requirements as listed on their medical forms are catered for.

#### Afternoon Tea

A light snack is prepared by our cook along with fruit.

### MILK BOTTLES

#### Breast milk

Expressed breast milk is to be provided frozen or refrigerated in a CLEARLY labelled bottle with child's name and time milk was expressed. A bottle per feed is required.

#### Formula

Please provide pre-measured, clearly labelled formula unmixed along with bottles of boiled water for each feed required during your child's day. Pre-measured water will be stored in the fridge and bottles made up before the child's feed adhering to best practice.. Your bottles will be placed in your child's locker for pick-up at the end of the day.

#### Cow, rice and soy milk

Please provide clearly labelled bottles for each feed with your child's preferred milk. This will be refrigerated and heated when required during the day.

## 16. BIRTHDAY CELEBRATIONS

To ensure inclusion of all children, irrespective of individual allergies or other dietary requirements, an allergy-free kosher birthday cake/cupcakes is available for order through BCC reception. The cost of a cake is \$15.00. The birthday child will have the opportunity to make the birthday cake/cupcakes on the day of their birthday together with their friends and the educators.

For all events outside of the College, families are asked to be mindful that there are single gender and single parent families (eg families with two mums or two dads, and/or families where there is not a parent of a particular gender present in a child's life). By way of an example, as a suggestion rather than calling an event a "Dad's event" or a "Mother's event", it could be called a "Dad and Special Friend Event".

### BIRTHDAY PARTY INVITATIONS

Birthday party invitations may be emailed to [BCC@bialik.vic.edu.au](mailto:BCC@bialik.vic.edu.au) where they will be distributed to the invited children's family.

## 17. FAMILY / EDUCATOR MEETINGS

Meetings are scheduled throughout the year and you will be notified of these times as required. Please contact reception if you would like to make a time to discuss, or speak directly to the manager. During the morning drop off and pickups it can be very busy and it is often difficult for educators to discuss or hold in-depth conversations at these times.

## 18. RELIEF STAFF

Occasionally, the BCC may need to employ relief staff in order to cover absences for sick or long-service leave, professional development days and/or holidays. Additionally, since the BCC is open for up to 11 hours per day, educators' shifts may result in different staff being present at different times of the day. We believe it is important to maintain consistency and continuity of care for young children so, whenever possible, we endeavor to use relief staff who are familiar with the children.

## 19. STAFF PROFESSIONAL DEVELOPMENT

Bialik provides ongoing professional development (PD) to all staff which will affect operation hours, this includes one full day conference and three early closures at 3.30pm per year. This undertaking provides opportunities for educators and staff members to collaborate on programs, undertake training as well as develop and evaluate policies and procedures.

## 20. STUDENTS AND VOLUNTEERS

As a community organisation committed to outreach and learning, by prior arrangement, Bialik College welcomes students from universities and TAFE Colleges at the BCC. Students and volunteers are required to hold a valid Working with Children Check, students are always monitored and supervised by the educational staff.

## 21. PARENTS' ASSOCIATION

The Parents' Association offers numerous ways for you to help enrich your child's experience at Bialik. Through its sub-committees, the Parents' Association organises regular social and fund-raising activities. There are many opportunities for you to become involved, in particular, with preparations for the Chaggim (festivals) as well as many other activities.

## 22. VOLUNTEERING

As you become more familiar with the BCC you may wish to volunteer and participate more regularly. There are endless volunteering opportunities within the school. Please contact the Parent Association for more details.

## 23. CENTRE FOR HIDDEN TREASURES

This centre is in the undercroft of the ELC. Our parent volunteers are involved in sourcing materials, stocking the shelves and general maintenance of the room. The time commitment is minimal and requires checking every so often to see if materials need putting away and/or replacing. We are always sourcing new and exciting materials to add to our Centre's resources. Often comprising of everyday materials, these may come from people's homes or more often from businesses with excess, damaged or old stock. Some examples are paper offcuts, beads, Perspex, untreated wood pieces, rolls of fabric, metal, foam, ribbons, haberdashery items, nature collections, springs, mirrors etc. The list is endless and if you have anything that may be appropriate, please contact reception.

## 24. POLICIES

Extensive policies are documented to cover all aspects of the BCC and Kindergarten and are continuously updated in accord with our commitment to continual improvement. Policies are governed by the *Children's Services Act and Regulations*. All BCC and ELC policies are available from our office and some on the App.

## 25. FIRE DRILLS & EVACUATIONS

An evacuation procedure manual is located at reception along with Emergency Plan Equipment and cots. Evacuation drills are conducted regularly. Anyone at the BCC during a drill or at a time that evacuation is required must follow staff instructions.

## 26. COMPLAINTS

Parents are encouraged to raise any questions or concerns they may have directly with their child's room educator and then, if necessary, the BCC Manager. Where possible, please put your concerns in writing. Every effort will be made to resolve the problem cooperatively and quickly and if necessary, meetings will be scheduled with all parties concerned. Complaints are managed with discretion and confidentiality is assured.

## 27. FEES & HOLIDAYS

Bialik BCC requires a confirmation fee of \$1,500 to be paid in advance in order to secure a permanent place and is fully credited towards the first term of Kinder fees.

Once a child is enrolled at BCC, payment of fees must be continued during the child's absence for illness, holidays, etc. Whether your child stays an entire day or only part of the day, the fee remains the same. Bialik BCC do not offer swap days, but extra days are able to be added for an additional charge. This can be requested on the BCC App. If there is no availability on your desired day, add yourself to the waitlist and you will be notified when it becomes available.

## 28. WITHDRAWALS / NOTICE PERIOD

For families NOT wishing for their child to continue into 3 year old kinder, we will require four weeks' notice in writing that your child is leaving the BCC. Families should note that from Kinder onwards, a full school term's notice period is required for withdrawal.

BCC withdrawal notice, and notice to reduce days, is four weeks. Days may be increased subject to availability.

## 29. PARKING


### Tooronga Road car park

BCC & Kinder Parking Permits are limited to two permits per family for access to the Tooronga Road car park. The permit must be displayed on the dashboard in any vehicle entering the car park and must be visible to the security staff.

**NO permit - NO entry.** Maintain a speed of no more than 5 km per hour at all times. Safety is our priority. For all new BCC permits, please complete Permit Request Form and return to BCC reception.



## 30. Appendix A – Sun Safety Policy

	<h3>UV/Sun Safety Policy*</h3> <p>Q 2 - POLICY 49</p>
<b>Authority</b>	Daphne Gaddie
<b>Date of next review</b>	February 2026
<b>To whom does the policy apply?</b>	This policy applies to children, families, staff, management, approved provider, nominated supervisor, students, volunteers and visitors (including contractors) of the Bialik Early Learning Centre.
<b>Aims</b>	By implementing a 'best practice' Sun Safe Policy, our school can help protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun and teach children good sun protection habits from an early age to reduce their risk. To ensure the outdoor environment provides shade for children, educators and staff to minimise unsafe UV exposure. Additionally, this policy provides guidance on how to protect children and staff from severe hot weather events which are becoming more prevalent in Australia resulting from climate change.
<b>POLICY</b>	Australia has one of the highest rates of skin cancer in the world with two in three Australians developing some form of skin cancer before the age of 70. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life (Cancer Council Australia).
<b>PROCEDURE</b>	<p>Our school will work in compliance with the National SunSmart Early Childhood Program to ensure children's health and safety is maintained at all times whilst at the school. Our school will monitor the Australian Bureau of Meteorology for notification of severe heat events and implement risk mitigation strategies to protect the health, safety and wellbeing of children. This policy applies to all activities on and off site.</p> <p><b>Monitoring UV Levels</b></p> <p>Sun protection is required when UV levels reach level 3 or above. Our school will monitor the UV levels daily through one or more of the following methods:</p> <ul style="list-style-type: none"> <li>• Using the smartphone <i>SunSmart global UV</i> app available at iTunes App Store and Google Play store.</li> <li>• Using the SunSmart widget on the school's website available at <a href="http://www.cancer.org.au">www.cancer.org.au</a></li> <li>• Viewing the Bureau of Meteorology website <a href="http://www.bom.gov.au">www.bom.gov.au</a></li> <li>• Visiting <a href="http://www.myuv.com.au">www.myuv.com.au</a></li> </ul> <p><b>Outdoor Activities</b></p> <p>The sun protection measures listed are used for all outdoor activities during the daily local sun protection times, when the UV Index is 3 or above. The sun protection times are a forecast from the Bureau of Meteorology (BOM) for the time of day UV levels are forecast to reach 3 or higher. At these levels, a combination of sun protection is recommended for all skin types.</p> <p>The school will use a combination of sun protection measures <b>whenever UV Index levels reach 3 and above.</b> *</p>

**Sun protection times**

UV levels vary across Australia and throughout the year. This listing highlights when UV is typically three and above in each state/territory. There may be times UV levels are three and above outside these periods. Please check the daily local sun protection times and UV levels to be sure you are using sun protection when it is required. \*\*For our schools location, from mid-August to the end of April, active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.

The sun protection measures are used for all outdoor activities during the daily local sun protection times. A combination of sun protection measures is considered when planning all outdoor activities such as excursions and water play.

**Shade****The Approved provider will ensure:**

- Sufficient natural, portable, or man-made shade is provided, particularly in high use areas.
- Shaded areas will be used for play experiences.
- Play experiences will be monitored throughout the day and moved as required to remain in the shade.
- Regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements.
- Children will still be required to wear hats, protective clothing, and sunscreen if playing under natural or portable shade.
- children who do not have appropriate hats or outdoor clothing are required to choose a shady play space or a suitable area protected from the sun and not move into unshaded areas of the playground

**Hats**

Educators, children, and visitors are required to wear sun safe hats at all times they are outdoors. Cancer Council Australia describes sun safe hats as:

- Hats that protect a person's face, neck, and ears, which include:
  - A legionnaire hat – the front peak and flap should overlap at the sides and the flap should cover the neck.
  - A bucket hat with a deep crown and angled brim that is at least 5cm for young children and at least 6cm for adults and must shade the face, neck, and ears.
  - A broad brimmed hat with a brim size of at least 6cm for children or 7.5cm for adults. The brim should provide shade for the whole face.

*Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.*

- Children without a sun safe hat will be required to play in an area protected from the sun or can be provided with a spare hat by the school if available.

**Clothing**

- When outdoors, staff and children will wear sun safe clothing that covers as much of the skin as possible. Cancer Council Australia recommends clothing that:
  - Covers the shoulders, back and stomach
  - Is loose fitting such as loose-fitting shirts and dresses with sleeves and collars or covered neckline, or longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing or will be required to play under shade or in an area protected from the sun or provided with spare clothing.

*Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.*

**Sunscreen**

As per Cancer Council Australia recommendations:

- Staff and children will apply SPF30 or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off.
- Permission to apply sunscreen is included in the school enrolment form. (see *Enrolment Policy*)

- Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child is encouraged to play in the shade. A record of any allergy must be provided in writing from the parent/guardian and recorded on the child's enrolment record. Cancer Council Australia recommends usage tests before applying a new sunscreen.
- To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so.
- Sunscreen is stored in a cool, dry place and the use-by-date monitored.

#### **Sunscreen for Babies**

Recommendations for babies from the Cancer Council Australia include:

- Babies under 12 months will not be exposed to direct sun when the UV Index is 3 or above
- physical protection such as shade positioning, clothing and broad-brimmed hats are the best sun protection measures the front peak and flap should overlap at the sides.
- check the baby's clothing, hat and shade positioning regularly to ensure s/he continues to be well protected from UV.

If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended

#### **Risks Of Summer Play**

Australia has a hot climate and inevitably playground equipment and surfacing can heat up rapidly and retain heat. Many playground surfaces and equipment can exceed temperatures greater than 50°C and if young children come into contact with these surfaces, they can be burned severely within seconds. Surfaces can retain heat for long periods of time and cause burns to children. Play surfaces must be monitored before children have access to the outdoor environment.

#### **Severe Heat**

Severe heat or heatwaves are periods of unusually hot weather. Climate change is resulting in more intense heatwaves in Australia and presents an extreme risk to the health and safety of children. Babies and young children can dehydrate quickly which can cause heat-related illness including heat stroke and heat exhaustion.

Active heatwave warnings are indicated within the Australian Warning System (AWS) and range from Advice to Emergency Warning. Risk management measures must be implemented and managed to ensure children remain safe and healthy during a severe heat event.

#### **The Approved Provider, Nominated Supervisor and educators will:**

- ensure obligations under the *Education and Care National Law and Regulations* are met
- ensure risk assessments are conducted to identify any potential hazards to children during summer months that could cause harm or injury to children. Risk minimisation control measures will be put in place to protect children. Potential hazards could include:
  - hot equipment- slides, poles, guardrails, any metal surfaces
  - hot surfaces- rubber and synthetic grass, walkways, concrete surfaces
  - sun burn and dehydration
  - access to bodies of water (filled water troughs/containers/trays/pools)
  - severe heat
  - bushfires and air pollution
- complete a *Daily Playground Surface Temperature Check* during summer months or extreme hot weather
- use a thermometer or their hand to test surface temperature and make an informed decision about permitting children to play on equipment or in the outdoor space. If the surface temperature is determined to be too hot or is recorded as at or above 50°C it is recommended by Kidsafe Australia that children do NOT play on the surface
- Children may remove shoes when playing in the outdoor area and in sand or mud pit]
- monitor the Bureau of Meteorology (BOM) for severe weather warnings and implement

	<p>procedures to ensure the health and safety of all children and staff</p> <ul style="list-style-type: none"> <li>• monitor bush fire activity and be aware of air quality and hazardous levels of air pollution caused by bushfires (<i>see: Bushfire Policy</i>)</li> <li>• ensure children have access to water at all times throughout the day and offer extra feeds/drinks to babies during hot weather to avoid dehydration</li> <li>• be aware of the signs and symptoms of heat-related illness in babies and young children and implement first aid as required</li> <li>• keep children indoors during severe heat events</li> <li>• ensure fans/air conditioning are used to help keep children cool</li> <li>• close blinds/curtains where required to prevent sun shining into rooms</li> <li>• adhere to Victorian health department advice for hot weather risks and recommendations</li> </ul> <p><b>Role Modelling &amp; Work Health And Safety</b></p> <p>Cancer Council Australia acknowledges that children are more likely to develop sun-safe habits if they are role-modelled and demonstrated by adults around them. Occupational UV exposure is also a WH&amp;S issue. All educators, staff at the school will therefore be required to role model appropriate sun protection behaviours by:</p> <ul style="list-style-type: none"> <li>• Wearing a sun safe hat (see Hats).</li> <li>• Wearing sun safe clothing (see Clothing).</li> <li>• Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.</li> <li>• Using and promoting shade.</li> <li>• Wearing sunglasses that meet the Australian Standard 1067 (optional).</li> <li>• discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the school</li> <li>• regularly drinking water and encouraging children to drink extra water in hot weather</li> <li>• adapting the learning environment when severe weather events occur Families and visitors are encouraged to role model positive sun safe behaviour.</li> <li>• Monitoring the UV Index and Daily Sun Protection Times throughout the day.</li> <li>• Regularly monitoring and reviewing the effectiveness of the Sun Safety Policy</li> <li>• Submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status (optional).</li> </ul> <p><b>Education and Information</b></p> <ul style="list-style-type: none"> <li>• Sun protection will be incorporated regularly into learning programs.</li> <li>• Sun protection information will be promoted to staff, families and visitors.</li> <li>• Severe hot weather events will be monitored through the <a href="#">Bureau of Meteorology</a> and risk mitigation measures implemented. Educators &amp; staff are encouraged to complete free Cancer Council Generation SunSmart online PL learning modules.</li> <li>• Further information and resources are available from the Cancer Council website and each state and territory SunSmart web page. See: <a href="https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety">https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety</a></li> <li>• See <a href="https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools">https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools</a> for links.</li> <li>• The Sun Safety Policy will be made available to all educators, staff, students, families, volunteers and visitors of the school to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing and sunscreen requirements.</li> <li>• When enrolling their child/ren to our school, parents will be required to give permission for educators to apply sunscreen to their child</li> <li>• Information about Sun Safety will be included in our Parent Handbook and sun protection information and resources made accessible and communicated regularly to families.</li> </ul> <p><b>Continuous Improvement/Reflection</b></p> <p>This policy will be reviewed annually taking into account feedback from children, families, staff, educators and management.</p>
<b>Reference</b>	<p><b>National Quality Standard (NQS)</b></p> <p>QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY</p>

2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child
EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS		
S167	Offence relating to protection of children from harm and hazard	
100	Risk assessment must be conducted before excursions	
113	Outdoor space natural environment	
114	Outdoor space shade	
136	First aid qualifications	
168	Education and care service must have policies and procedures	
168 (2)(a)(ii)	Sun Protection	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
RELATED POLICIES		
Administration of First Aid Policy Bush Fire Policy Clothing Policy Emergency and Evacuation Policy Enrolment Policy Excursion/Incursion Policy		Health and Safety Policy Physical Environment Policy Supervision Policy Water Safety Policy Work Health and Safety Policy
<b>Source</b>	Childcare Centre Desktop Policies	
<b>Last Review</b>	8 March 2024 – Heidi Hayden <i>Bialik ELC updates are in bold and italics. Policy title is asterisked *</i>	

### 31. Appendix B – Allergy Aware Approach

As part of the ongoing safety awareness at Bialik College, the school adheres to a TOTAL ALLERGY AWARE policy throughout the entire College.

Parents and children need to be mindful of any products containing nuts when preparing lunches or snacks. Parents of children, who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan, signed by their treating doctor.

The following are guidelines for all parents of students at Bialik College, which, if followed, will minimise the risk of an allergic, possibly life-threatening, reaction to a member/s of the school population.


#### Don't send to BCC

- any fresh nut products
- any spread containing nuts (all nuts, e.g. peanut butter, Nutella)
- any muesli bar, biscuit or other product that LISTS NUTS AS AN INGREDIENT
- packages of mixed fruit (e.g. trail mix) that contain nuts
- recycled containers that may have contained nuts, e.g. cereal, peanut butter jars, biscuits

#### Please

- Don't use 'nut' ingredients if preparing food for a special school event e.g. birthday cake, cultural food, sports day, and picnic
- If your child eats a nut product for breakfast (e.g. peanut butter on toast), washing hands before arriving at school will reduce the chance of exposing an allergic child to nut allergen at Bialik College (e.g. on the bathroom taps, computer mouse, climbing equipment, etc.).
- All children are discouraged from swapping food.

## 32. Appendix C – Head Lice Policy

 <p><b>Bialik College</b></p>	<h3>Head Lice Policy</h3> <p><b>Q 2 - POLICY 32</b></p>
<p><b>Who authorises the policy?</b></p>	<p>Daphne Gaddie</p>
<p><b>Date of next review:</b></p>	<p>February 2025</p>
<p><b>Who does this apply?</b></p>	<p>This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students and visitors of the Bialik Early Learning Centre.</p>
<p><b>Policy</b></p>	<p>Head lice continue to cause concern and frustration for families, educators and children. Although head lice are not considered a health hazard, and do not spread disease, infestations can cause anxiety for all stakeholders. Head lice affect all socioeconomic groups and are not a sign of poor hygiene. They have no preference for ethnic background, hair colour, hair type or age. This policy is intended to outline roles, responsibilities and expectations of the school to assist with early identification, treatment and control of head lice in a consistent and coordinated manner.</p> <p>Whilst families have the primary responsibility for the detection and treatment of head lice our school will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.</p> <p>This policy is to ensure parents, teachers, staff, educators and healthcare workers are well informed about the early identification of head lice and managing infestations through effective treatment and communication with families.</p> <p>Our school aims to</p> <ul style="list-style-type: none"> <li>• Outline the roles and responsibilities of families, educators and management who are involved in early detection, treatment and control of head lice.</li> <li>• Document effective treatment and management strategies that are vital, as head lice cannot be exterminated.</li> <li>• Provide information and support for families.</li> <li>•</li> </ul>
<p><b>Implementation</b></p>	<p><b>Head Lice</b></p> <p><i>Pediculosis Capitis</i> or head lice are insects that live in hair and suck blood from the scalp, sometimes causing itching of the scalp. Female head lice lay their eggs and glue them to the base of hair shafts. The eggs (nits) are pale cream to yellowish brown in colour and hatch after 7–10 days. The immature lice grow into adults over 6–10 days and start biting the scalp to feed on blood. Adult lice mate, the females lay more eggs, and the cycle continues.</p> <p>People get head lice from direct head to head contact with another person who has head lice. This can happen when people play, cuddle or work closely together. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.</p> <p>Head lice do not live or breed on animals, bedding, furniture, carpets, clothes or soft toys. They are rarely spread by sharing hats.</p> <p>While head lice are not known to carry disease, they are a nuisance for parents and children. The social stigma associated with head lice infestation can affect children's comfort and confidence.</p> <p>Head lice can be controlled through a consistent, systematic community approach.</p> <p><b>Finding Head lice</b></p> <p>Head lice do not necessarily cause an itch, and may be difficult to observe. Look for eggs by shining a strong light on the hair near the scalp, or by using the conditioner and combing technique. (See Treatment below)</p>

Head lice are found on the hair shaft itself and move to the scalp to feed. They can be brown or grey in colour. Head lice have six legs, which end in a claw, and they rarely fall from the head. Louse eggs (also called nits) are laid within 1.5cm of the scalp and are firmly attached to the hair. They resemble dandruff, but can't be brushed off.

**Responsibilities of Management, Nominated Supervisor, Responsible Persons and Educators:**

If one child at the school has head lice, it is likely that several others also have them. To help prevent the spread of head lice our school will:

- remind parents to be vigilant in checking for head lice weekly
- confidentially notify the parent/caregiver of a child who is suspected of having live head lice and request that the child is treated before returning to the school the following day
- keep families informed if there is someone at the school with head lice, ensuring confidentiality is not breached by discloses the child's name who has head lice.
- reduce head-to-head contact between all children when the school is aware that someone has head lice
- support parents and children who have head lice by providing factual information, reducing parental anxiety and not singling out individual children with head lice
- ensure that the child or children with head lice are not isolated or excluded from learning
- provide families with suggestions of effective treatment for head lice
- encourage parents to tie back children's hair when attending the school
- record all cases confidentially so an outbreak can be avoided or minimised
- encourage children to learn about head lice so as to help them understand the issue and how to prevent further outbreaks- eg: avoid sharing hairbrushes and hats

**Responsibilities of families**

- Check your child's head once a week for head lice
- Notify the school immediately if head lice are found on your child's head
- Ensure you check all members of your family if one person has head lice (there is no need to treat the whole family, unless they also have head lice)
- Ensure your child does not attend the school with untreated head lice. If you find any live lice or eggs (nits), begin treatment immediately and notify the school if your child is affected so the school can monitor the number of cases and act responsibly.
- Check for effectiveness of the treatment every 2 days until no live lice are found for 10 consecutive days. Remove eggs (nits) from your child's hair using the conditioner method and head lice comb.
- Once treatment has started, your child can attend the school.
- If your child has long hair, ensure this is tied back
- Families will only use safe and recommended practices to treat head lice
- Families will maintain a sympathetic attitude and avoid defaming/blaming families who are experiencing difficulty with control measures.

**Treatment**

The two most common methods used for the treatment of head lice are the conditioner/combing technique and chemical treatments.

**Conditioner and Combing Technique**

Conditioner stuns lice and blocks their breathing pores. This, together with the slippery effect of the conditioner, makes it easier to mechanically remove the lice.

1. Untangle dry hair with an ordinary comb
2. Apply hair conditioner to dry hair (white conditioner makes it easier to see the eggs). Use enough conditioner to cover the whole scalp and all the hair from roots to tips.
3. Use an ordinary comb to evenly distribute the conditioner and divide the hair into four or more sections using hair clips.

	<p>4. Starting with a section at the back of the head, place the teeth of a head lice comb flat against the scalp. Comb the hair from the roots through to the tips.</p> <p>5. Wipe the comb clean on a tissue after each stroke and check for head lice or eggs on the tissue.</p> <p>6. Comb each section twice until you have combed the whole head. If the comb becomes clogged, use an old toothbrush, dental floss or a safety pin to remove the head lice or eggs.</p> <p>7. Wash out the conditioner.</p> <p>8. Clean the comb using hot soapy water and rinse off with hot water.</p> <p>9. Repeat the conditioner and combing method after seven days to ensure that any immature head lice that have hatched are removed before they can lay more eggs.</p> <p><b>Chemical treatments</b></p> <p>There are four main categories of head lice products available in Australia which may include an active compound which kills head lice and some eggs (nits). Any head lice treatment product used should carry an Australian Registered (AUST R) number on the outer packaging indicating the product is accepted by the Therapeutic Goods Administration for supply in Australia. No treatment kills all eggs so the hair must be retreated after 7 to 10 days to kill any head lice that may have hatched or survived the first treatment.</p> <p>There are many different chemical products available to use for children aged over six months- check with a pharmacist to help choose a product. No single chemical treatment will work for everyone and lice can develop resistance to the chemicals.</p> <p><b>Continuous Improvement/Reflection</b></p> <p>This policy will be reviewed annually taking into account feedback children, families, staff, educators and management.</p>																										
<p><b>Related Documents</b></p>	<p><b>National Quality Standard (NQS)</b></p> <table border="1" data-bbox="368 1028 1380 1498"> <tr> <th colspan="3">QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY</th> </tr> <tr> <td>2.1</td> <td>Health</td> <td>Each child's health and physical activity is supported and promoted.</td> </tr> <tr> <td>2.1.1</td> <td>Wellbeing and comfort</td> <td>Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.</td> </tr> <tr> <td>2.1.2</td> <td>Health practices and procedures</td> <td>Effective illness and injury management and hygiene practices are promoted and implemented.</td> </tr> <tr> <td>2.2</td> <td>Safety</td> <td>Each child is protected.</td> </tr> <tr> <td>2.2.1</td> <td>Supervision</td> <td>At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</td> </tr> </table> <p><b>EDUCATION AND CARE SERVICES NATIONAL REGULATIONS</b></p> <table border="1" data-bbox="368 1532 1380 1776"> <tr> <td>77</td> <td>Health, hygiene and safe food practices</td> </tr> <tr> <td>88</td> <td>Infectious Diseases</td> </tr> <tr> <td>168</td> <td>Education and care service must have policies and procedures</td> </tr> </table> <p><b>Related Policies</b></p> <table border="1" data-bbox="368 1809 1380 1935"> <tr> <td>Family Communication Policy Health and Safety Policy Privacy and Confidentiality Policy</td> <td>Respect for Children Work Health and Safety Policy</td> </tr> </table>	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY			2.1	Health	Each child's health and physical activity is supported and promoted.	2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.	2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.	2.2	Safety	Each child is protected.	2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.	77	Health, hygiene and safe food practices	88	Infectious Diseases	168	Education and care service must have policies and procedures	Family Communication Policy Health and Safety Policy Privacy and Confidentiality Policy	Respect for Children Work Health and Safety Policy
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	<p>VICTORIA (VIC)</p> <p>Victoria State Govt. Health Vic.  <a href="https://www2.health.vic.gov.au/public-health/infectious-diseases/head-lice">https://www2.health.vic.gov.au/public-health/infectious-diseases/head-lice</a></p> <p>Victoria (VIC)  <a href="http://www.education.vic.gov.au/school/principals/health/Pages/headlice.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/headlice.aspx</a></p>
<b>Source</b>	Desktop- Policies - Quality Area 2
<b>Last Review</b>	21 July 2023 – Heidi Hayden/Frances Postma (10/8/23) <b><i>(NOTE: Bialik ELC specific updates have an asterisk, are in bold and italics and title will be asterisk *)</i></b>

# 33. Appendix D – Anaphylaxis Management Policy

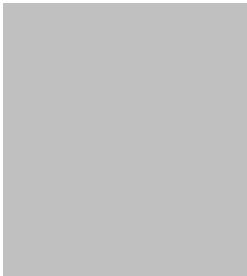


australasian society of clinical immunology and allergy  
www.allergy.org.au

## ACTION PLAN FOR

# Anaphylaxis





Name: \_\_\_\_\_ Date of birth: DD / MM / YYYY

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact(s):

1. \_\_\_\_\_ Mobile: \_\_\_\_\_

2. \_\_\_\_\_ Mobile: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.

Signed: \_\_\_\_\_ Date: DD / MM / YYYY

Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_

This plan does not expire but review is recommended by: DD / MM / YYYY

### How to give adrenaline (epinephrine) injectors

#### EpiPen®

- 


1 Form fist around EpiPen® and PULL OFF **BLUE** SAFETY RELEASE
- 


2 Hold leg still and PLACE **ORANGE** END against outer mid-thigh (with or without clothing)
- 


3 PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®


EpiPen® is prescribed as follows:  
EpiPen® Jr (150 mcg) for children 7.5-20kg  
EpiPen® (300 mcg) for children over 20kg and adults

#### Anapen®

- 

1 PULL OFF **BLACK** NEEDLE SHIELD
- 

2 PULL OFF **GREY** SAFETY CAP from red button
- 

3 PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)
- 

4 PRESS **RED** BUTTON so it clicks and hold for 3 seconds. REMOVE Anapen®

Anapen® is prescribed as follows:  
Anapen® 150 Junior for children 7.5-20kg  
Anapen® 300 for children over 20kg and adults  
Anapen® 500 for children and adults over 50kg

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

### MILD TO MODERATE ALLERGIC REACTIONS

**SIGNS:**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

**ACTIONS:**

- Stay with person, call for help
- Locate adrenaline injector
- Give antihistamine - see above**
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

**Mild to moderate allergic reactions may not always occur before anaphylaxis**

### SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

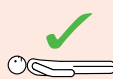




Watch for ANY ONE of the following signs:

- Difficult or noisy breathing
- Difficulty talking or hoarse voice
- Swelling of tongue
- Persistent dizziness or collapse
- Swelling or tightness in throat
- Pale and floppy (young children)
- Wheeze or persistent cough

### ACTIONS FOR ANAPHYLAXIS

- 1 LAY PERSON FLAT - do NOT allow them to stand or walk**

  - If unconscious or pregnant, place in recovery position - on left side if pregnant
  - If breathing is difficult allow them to sit with legs outstretched
  - Hold young children flat, not upright






- 2 GIVE ADRENALINE INJECTOR**
- 3** Phone ambulance - 000 (AU) or 111 (NZ)
- 4** Phone family/emergency contact
- 5** Further adrenaline may be given if no response after 5 minutes
- 6** Transfer person to hospital for at least 4 hours of observation

IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer** if someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

## 34. Medical Authorisation



# Medication Authorisation

This information is confidential and will be available only to relevant staff and emergency medical personnel.

Please read instructions carefully. This form is to be used for all medications including - prescriptions, over-the-counter, creams, sprays and homeopathic medications.

**Please place Medication Authorisation form, medication (in its original packaging) and measuring device if required, into a snap lock bag and label bag with your child's name.**

The legal guardian or adult student can complete the medication agreement authorising education and care staff to administer medication as instructed. All sections of the 'Authorisation' section must be checked to confirm authorisation in an education or care service by the legal guardian or adult student.

A registered health professional (i.e. medical consultant, specialist nurse, GP, Dentist) **must** a medical certificate where 3 or more doses of pain relievers (paracetamol or ibuprofen) are required to be administered in an education or care within one week.

Medication Authorisations that are modified, overwritten or illegible will **NOT** be accepted.

### LEGAL GUARDIAN OR ADULT STUDENT TO COMPLETE:

Name			
Date of birth:		Allergies	
Reason for Medication			
<b>MEDICATION INSTRUCTIONS:</b> <i>The medication must match EXACTLY the pharmacy label</i>			
Medication name		Time(s)	
Form ( <i>liquid, tablet, lotion</i> )	Route ( <i>oral, skin, inhaled</i> )		
Strength ( <i>mg or mls</i> )	Dose	Start date	
Other instruction		End date	
<b>Authorisation and Release</b>			
	The medication documented above is required to be administered during attendance at the education service		
	condition		
	I confirm this medication has been administered to my child previously (a first dose cannot be administered at school)		
	I understand the medication provided must have a pharmacy label that matches the information in the Medication A		
	The medication is in its original packaging.		
	Is there specific storage instructions		
	I approve the release of this information to supervising staff and emergency personnel (if required)		
	I authorise the medication as instructed above to be administered in the education or care setting		
	I certify the above statements are true and correct		
Legal guardian/ or adult student			
	First Name (please print)	Surname (please print)	
Signature	Date		