

Communications Plan

Preschool health care needs

Regulation 90 of the [Education and Care Services National Regulations¹](#) requires all preschools to have a communications plan that outlines how the parents and preschool staff will communicate with each other about managing the health care needs and changes to childrens health care plans.

This plan should be displayed for all preschool staff to see and reviewed regularly.

What will be communicated?	How will this communication occur?/What is the process?	Who is responsible?
<p>Before a child starts at the preschool, or when parents notify that their child has a medical condition or health care need, parents will be provided with:</p> <ol style="list-style-type: none">1. the Health of students policy, and2. Managing health care needs in preschool guidelines, and3. informed that they must develop a preschool health care plan for their child with the school health care team.	<p>Example:</p> <ul style="list-style-type: none">• The importance of parents advising the preschool of their child's health care needs is promoted and embedded in the preschool enrolment and orientation process, such as enrolment interviews, parent meetings, information nights.• Parents are informed that they should contact [insert name] on email: [insert email] or phone: [insert phone] if their child has a medical condition or health care need. <p>Parents are provided with copies of policies and a time is scheduled to meet with the school health care team to discuss.</p>	
<p>Parents understand that their child cannot attend preschool without required medication.</p>	<p>Example:</p> <p>Parents are informed at the time of developing their child's health care plan. This is written on the health care plan and a copy of the completed health care plan is provided to the parent.</p> <p>Notice placed in the school newsletter each term reminding parents [insert information]</p>	

¹ <https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

What will be communicated?	How will this communication occur?/What is the process?	Who is responsible?
<p>Parents are informed of how they can communicate any changes to the health care needs of their child.</p>	<p>Example: Notice placed in the school newsletter each term advising [insert information] All parents of children with existing health care plan are emailed a reminder in week 8 of each term to contact preschool with any updates/ changes to their child's health care needs.</p>	
<p>All preschool and school staff and volunteers are provided with information about the requirements of the Managing health care needs in preschool guidelines and the department's Health of students policy.</p>	<p>Example: All preschool staff and volunteers are provided with information as part of the induction into the preschool.</p>	
<p>All preschool and school staff and volunteers in the preschool:</p> <ul style="list-style-type: none"> • are able to identify a child with a medical condition • know where the child's health care plan and medication are located • are aware of their privacy obligations and only use children's health care information for the purpose of the health, safety and wellbeing of the child, and • know who the First Aid Officer is and how to contact them. 	<p>Example: health care needs and student health care plans are discussed at weekly staff meeting health care plans include a photograph of the child and are stored name of current first aid officer and contact number is displayed in preschool</p>	
<p>All parents are to be notified of any known allergens that pose a risk to a child at the preschool and/or school and the strategies in place for minimising the risk.</p>	<p>Example: Where a child attending the preschool has been diagnosed as at risk of anaphylaxis, a notice is displayed and clearly visible to anyone from the main entrance of the preschool (required under regulation 173 (f)).</p> <p>A notice is placed in the school newsletter advising of strategies in place to minimise the risk of anaphylaxis.</p>	

Further information

Refer to the Managing health care needs in preschool procedures