

The aim of the Access Assistant Program (AAP) is to ensure safe access, attendance and inclusion to preschool and/or school for students with invasive or complex health care needs and/ or a physical disability.

The below organisations will work together to help transition your child into the school environment:

1. Access Assistant Program and RN - Delegation of Care Program
2. Department for Education and Child Development (DECD), catholic and independent schools.

To access this program, the AAP Manager must first receive a request for support form which has been completed by your preschool director or school principal, which you will have signed. The manager will then contact you to discuss the program.

The registered nurse from the RN - Delegation of Care Program will also contact you to make a time to visit you and your child at home. During this visit, the nurse will explain their role and complete a health assessment of your child. This enables the nurse to develop your child's health plan.

The AAP manager and the registered nurse will have ongoing contact with the preschool or school to arrange site visits and any staff training that may occur at the preschool/school. They will keep you informed on what has been organised.

Importance of the Health Plan

The registered nurse will work in partnership with you and other health professionals involved to complete this plan. Your child's health plan is an important tool used by the health support workers at the preschool/school to guide them in providing care for your child. The health plan must accompany your child to preschool or school every day.

It is important to inform the registered nurse of any changes to your child's health status so the health plan can be updated. These changes may require the registered nurse to arrange new skills training and assessment for your child's health support workers before your child goes back to preschool or school.

The level of support your child receives depends on their health status and may need to be reviewed by the registered nurse if your child's health changes. Health plans need to be reviewed annually or more frequently as needed by the registered nurse

Equipment and health supplies

Health support workers are unable to support your child without their health plan, equipment, medication and nutrition needs for the day.

Health support workers will check your child's equipment on arrival to preschool/school every day. If you have forgotten to pack something you will be contacted by the preschool/school staff so you can arrange for the item to be brought in to preschool/school as soon as possible.

Your daily checklist

It may be helpful to create a daily checklist of what to pack for your child. Every child has different needs, but it may include things like:

- > health plan
- > enough formula for the day
- > medication
- > equipment such as a nutrition pump, dressings, tape etc
- > plastic container with clean personal lines, syringes, and tubing.

All items must be clearly labelled with your child's name.

Transport

If eligible, DECD can arrange transport for your child. Ask your school principal for more information.

If your child requires one on one care, a health support worker can travel with your child to and from school.

To keep our students as safe as possible, the maximum travel time for this type of support is 30 minutes or 15 kilometres each way to and from school.

Camps and excursions

To enable your child to experience a full education, our program aims to support your child's health needs so they can participate in their school activities. The registered nurse will complete a risk assessment at each preschool/school site, and also assess any off-site venues where activities are held such as camps, swimming and excursions. Every endeavour is made to provide overnight support at camps for your child when the need arises. Please be aware that you may be required to provide additional equipment for excursions.

Staff

The AAP managers can request up to three staff be trained to support your child.

Occasionally it may not be possible to provide support for your child due to staff illness or other reasons. The Access Assistant Program may engage the help of an outside health support agency to provide additional staff coverage during these times.

Communication

Written communication in the school diary or communication book provided between you, preschool/school staff and health support workers is important. This book is sent home each day for you to check any messages or to write your own messages for the next day as the health support workers are not accessible by phone.

If your child is unwell

If your child won't be attending school, it's important that you contact the AAP manager and the preschool/school to let them know that your child won't be coming in. Let them know length of absence if possible as staff can be relocated.

The preschool/school has the overall duty of care for your child and others in their school environment, so children who are unwell or who have an infectious illness should not attend.

If your child becomes unwell at preschool/school the staff will contact you to collect him or her. In an emergency the school will call an ambulance and immediately contact you regarding the situation once first aid has been provided.

For more information

Access Assistant Program

Disability Services

PO Box 2068

Hilton Plaza

HILTON SA 5033

Telephone: (08) 8159 9400

www.cyh.com/disability

Non-English speaking: for information in languages other than English, call the interpreting and Translating Centre and ask them to call The Department of Health. This service is available at no cost to you, contact (08) 8226 1990.



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Access Assistant Program

in preschool/school

Information for parents
and caregivers

