

Information about the Crèche at KEMH

Welcome to the Crèche service at King Edward Memorial Hospital (KEMH). The information presented here outlines ways that you can assist us in providing a safe and happy Crèche environment for your child or children.



What services are provided by the KEMH Crèche?

The KEMH Crèche is a free childcare service for parents or guardians attending KEMH outpatient appointments.

The Crèche abides by the rules and regulations as stated in the Children and Community Services act 2004; it is not a licensed childcare service.

Crèche staff are Childcare and Mothercraft trained and hold Senior First Aid certificates and Working with Children clearances.

The service provides supervision, play and educational opportunities and assistance with eating and drinking to children eligible to attend the KEMH Crèche.

You may wish to use the Crèche when you are attending KEMH for your appointments and want your child or children to be able to play in a safe environment.

The rules for parents and guardians outlined here assist our service in providing safe care to the children at the Crèche.

The Crèche is open Monday to Friday from 8.00am to 3.45pm. Children must be picked up before 3.45pm. The Crèche is closed on all public holidays.

Is my child eligible to attend the KEMH Crèche?

Age requirements

The Crèche will only accept children aged from two months (eight weeks) to seven years. Children aged eight years and over will not be permitted in the Crèche under any circumstances. Proof of age may be requested.

Parent/guardian requirements

You must have a clinic outpatient appointment or a baby in the Special Care Nursery (SCN) to leave your child or children in the Crèche. Proof of your appointment will

be requested by Crèche staff. Visitors to the Hospital are not permitted to leave their child or children in the Crèche.

Only adults over 18 years of age are permitted to sign children in or out of the Crèche.

The Crèche will not accept your child if:

- you have been admitted to the Hospital as an inpatient (ie while you are in labour or undergoing surgery)
- you have an ultrasound or foetal monitoring appointment after 3.00pm.

Exclusion from Crèche

Children who have colds, green runny noses, continuous coughing, fever, vomiting, diarrhoea, unexplained rash, ring-worm, head-lice or any other recent illness or infection are not permitted in the Crèche. Staff have the right to refuse entry to sick children.

How long can my child stay at the KEMH Crèche?

Your child can stay in the Crèche for a maximum of three hours in a 24 hour period which can be broken up into several short stays. If you are visiting the SCN the maximum your child can stay in the Crèche is two hours in a 24 hour period. Your child cannot spend more than 12 hours per week in the Crèche.

What are my responsibilities as a parent or guardian when I leave my child at the KEMH Crèche?

Before leaving your child in the Crèche

It is your responsibility to ensure your child's nappy or toileting needs are met before leaving them in the Crèche. You will be called back to the Crèche to meet these needs if required.

Things to bring to Crèche

Please bring any items your child may need when attending the Crèche such as:

- nappies
- wipes
- bottles
- food snacks
- drinks

KEMH Crèche do not supply any of the above.

The Crèche will not be responsible for lost clothing, footwear or other possessions and recommend that you do not leave any valuables with your child, including toys. Any items left in the Crèche will be placed in the lost property box which you can check on your next visit to the Hospital.

Medications

Administration of medication is the responsibility of the parent. Please ensure your child has taken any necessary medications before leaving them in the Crèche. Staff will only administer emergency medications such as asthma medication or the use of an EpiPen. If your child may require emergency medication you must notify staff and complete a permission to use an EpiPen or asthma medication form. Parents will be contacted immediately in the event of a medical emergency. You must notify staff if your child suffers from any allergies and/or if your child has any special needs. KEMH Crèche is a nut-free Crèche.

Dropping off

When leaving your child at the Crèche you must:

- complete the registration form found at the front desk of the Crèche
- record your child's arrival and departure time
- provide your outpatient hospital appointment location and time
- provide your contact details such as a mobile phone number
- remain within Hospital grounds.

Parents/Guardians may spend a maximum of ten minutes settling their child or children into the Crèche. Parents/Guardians are not permitted to stay in the Crèche or Crèche foyer.

Please inform the Crèche of your child's individual needs. If they speak a language other than English please provide Crèche staff with some appropriate words your child will recognise.

While in Crèche care

You must be willing and able to be called back to the Crèche to attend your child in the following circumstances:

- Your child is upset and cannot be consoled by staff.
- Your child is unwell.
- Your child needs feeding or toileting (including nappy changes).
- Your child has any need which cannot be met by staff.

How will I be contacted to return to the Crèche?

You will be provided with an Alert Device (pager) when you leave your child at the Crèche. When paged it will make a buzzing sound to let you know to return to the Crèche immediately. If you are unable to return immediately you must phone the Crèche to explain why you are unable to return. KEMH Emergency Centre services are available to your child if they become ill or are injured while at the Crèche and may be used before you can return to your child.

Please remember to return your pager when you collect your child.

If you are admitted to hospital while your child is in Crèche care

If you are admitted to Hospital you must:

- notify Crèche staff immediately (you can ask your nurse or midwife to contact the Crèche)
- arrange for your child to be collected as soon as possible
- notify the Crèche if another person will be collecting your child (e.g. partner, grandparents, other relatives or friends). This person will be asked for identification, such as a current driver's licence, when they arrive to collect your child. Please notify Crèche staff if there is a restraining order in place.

For further information please call the KEMH Crèche on (08) 9340 1370.

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Revised January 2009

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