



Care and Nurturing

Assessment 4 of 5

Case Study

CHCECE031 Support children's health, safety and wellbeing

CHCECE032 Nurture babies and toddlers

Assessor Guide



Assessment Instructions

Task overview

This assessment task is divided into **five (5)** scenarios and related questions. Read each question carefully before typing your response in the space provided and completing the tasks required.

Additional documents and resources

To complete this assessment, you will need to access:

- Education and Care Services National Regulations
- National Health and Medical Research Council's 'Staying Healthy' guidelines
- Little.ly's Administration of Medication Policy and Procedure
- Little.ly's Incident, Injury, Trauma and Illness Policy and Procedure
- Incident, Injury, Trauma and Illness Record template

As part of the assessment requirements, you will need to record a video [see detailed instructions in Scenario 4 Question 5].

Resources required for the video:

- Any dark liquid, such as fruit juice to simulate liquid medication
- A small measuring cup or plastic medication syringe to measure 8 ml
- A smartphone, camera or laptop to record a video of yourself measuring the simulated medication
- Optional: A friend or family member to assist with the video recording

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

SCENARIO 1

You work as an educator at Little.ly Early Learning Centre.

Lily is typically a happy and healthy toddler who attends day-care on a regular basis. However, today you notice that Lily doesn't seem quite herself. As you approach Lily, who is playing an imaginary game with Mia in the home corner, you see that her eyes are pink and puffy. Lily rubs her eyes and you ask her if you can have a closer look. As you move closer you can see that Lily's right eye is quite red behind the eyelid and there is a yellow-green discharge.

Question 1

List the symptoms described in Scenario 1, then identify the medical condition Lily maybe most like suffering. In your response, please explain whether there is an exclusion period for the medical condition.

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the symptoms described in Scenario 1, then identify the medical condition Lily maybe most like suffering and explain whether there is an exclusion period for the medical condition.

A sample answer is provided below.

Symptoms (30-40 words)	Response must include the following symptoms: <ul style="list-style-type: none">▪ general mood as she is not her usual self▪ pink eyes▪ swelling of the eyelids, making them appear puffy▪ redness behind the eyelid▪ a yellow-green discharge from the eye▪ rubbing her eyes.
Possible medical condition (20-30 words)	Lily is most likely suffering infectious conjunctivitis. Conjunctivitis can be caused by an infection (either a virus or bacteria), which is highly contagious.
Exclusion period (if applicable) (5-10 words)	Medical clearance required from their General Practitioner before returning.

Question 2

Considering your observations and the condition that you think Lily may be suffering, outline the actions you must take.

(Approximate word count: 50-60 words)

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit

- reflect the characteristics described in the exemplar answer
- include the actions you must take to address Lily's medical condition.

A sample answer is provided below.

Response must include each of the following steps:

- separate Lily from the other children
- ask Lily to wash her hands
- complete illness report
- contact Lily's parents
- supervise Lily while waiting for parents to pick up Lily
- after Lily leaves, clean the area and sanitise the toys and equipment used by Lily
- ensure you wash your hands after touching Lily and wear gloves if wiping her eye.

Question 3

Records must be kept of any illness in children. Name **seven (7)** points that must be recorded in relation to Lily and her symptoms.

[Approximate word count: 25-30 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the seven (7) points that must be recorded in relation to Lily and her symptoms.

A sample answer is provided below.

Response must include each of the following points:

1. Full name.
2. Age.
3. Symptoms.
4. Room or group.
5. Date.
6. Time of onset.
7. Additional Comments, such as Mum contacted: Will collect.

SCENARIO 2

You are the team leader of the toddler's room at Little.ly Early Learning Centre. Yesterday, two new children were enrolled to the centre, to attend full time, five (5) days a week:

- one child, Emily, has been diagnosed with Type 1 Diabetes, and
- another child, Sam, who has been diagnosed as having Celiac Disease, both of which are long-term medical conditions.

Question 1

List **three (3)** things you could do as risk-management strategies to support these children to be cared for in the service effectively.

In accordance with the service's communication policy and procedure, write your answer in the form of an email to the staff, briefly summarising what these medical conditions are. Use the internet to search for information on these long-term medical conditions.

[Approximate word count: 420-450 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an email to all staff the two newly enrolled children. The email must include a brief summary of the medical conditions and three (3) risk-management strategies you could do to support these children to be cared for in the service effectively. Students may mention privacy and confidentiality requirements as well.

A sample answer is provided below.

From	[your name] Student's name
To	All staff
Subject	Important information about two newly enrolled children

Dear Staff,

I hope you are having a great week so far. I am writing to inform you all about two newly enrolled children who are going to attend the toddler's room five (5) days a week: Emily has been diagnosed with Type 1 Diabetes, and Sam who has been diagnosed as having Celiac Disease, both of which are long-term medical conditions.

Type 1 diabetes (T1D) is a lifelong autoimmune disease that usually occurs in childhood but can be diagnosed at any age. In type 1 diabetes, the immune system attacks the cells in our pancreas that produce insulin, called beta cells. Insulin helps the body convert glucose (sugar) from food into fuel. Without insulin, glucose can build up in the bloodstream in life-threatening amounts.

Since people with T1D cannot produce insulin naturally, Emily must take it through daily injections and she'll need to follow a special diet. A copy of her health management plan can be found attached to this email. A copy of the plan will be displayed in the staff room and the kitchen as well, strictly for staff to have access to.

Celiac disease is a chronic digestive and immune disorder that damages the small intestine. The disease is triggered by eating foods containing gluten. The disease can cause long-lasting digestive problems and keep your body from getting all the nutrients it needs. Therefore, Sam will need to follow a strictly gluten-free diet.

A copy of his health management plan can be found attached to this email. A copy of the plan will be displayed in the staff room and the kitchen as well, strictly for staff to have access to.

To support these children and their families, I am suggesting following the following strategies:

- Organise training for staff about both conditions to ensure everyone's understanding.
- Discuss the menu with the cook/chef and staff handling food to understand whether the menu needs to be adjusted.
- Dietary requirements will be displayed attached to the food serving trolley for convenience
- Ensure Emily and Sam have a primary caregiver who knows all about their condition and will monitor them closely.
- Ask parents to come in to explain to staff what they do at home and how to manage the condition, as well as how the children respond to their practices.
- Provide a list of Emily's special diet on the trolley so all staff are aware and is readily available.

Thank you for your attention. See you at our next staff meeting.

Regards,

Student's name

Question 2

In your own words, briefly explain privacy and confidentiality requirements and other restrictions around sharing personal health or non-health related information in children's education and care settings. In your response briefly explain how these requirements apply to Scenario 2.

[Approximate word count: 170-190 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an explanation of privacy and confidentiality requirements and other restrictions around sharing personal health or non-health related information in children's education and care settings. The response must contain a brief explanation of how these requirements apply to Scenario 2.

A sample answer is provided below.

Early childhood education services must only collect personal information for purposes which are directly related to its functions or activities and only when it is necessary for or directly related to those purposes, such as health information, court decisions, family arrangements affecting the child's routine, etc.

The use or disclosure of personal information will only be for its original collected purpose, unless the individual consents or unless it is needed to prevent a health threat or is required or authorised under law.

Personal information must be kept in a secure and confidential way. For example: a locked filing cabinet or a computer protected with password/restricted access, etc.

Confidential conversations that educators and/or supervisors have with family members must be conducted in a quiet area away from other children, family members and staff.

Based on the scenario, information regarding the children's medical condition should be communicated to all relevant staff members (cook, educators) and a copy of the health management plans must be displayed in the staff room and kitchen, where there is no public access. Dietary requirements will be displayed attached to the food-serving trolley.

Question 3

In your own words, briefly explain how can service procedures assist in the communication of information in children's education and care settings. Include an example in your response.

[Approximate word count: 50-60 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an explanation of how can service procedures assist in the communication of information in children's education and care settings. Student should include an example in the response.

A sample answer is provided below.

Service procedures are useful tools in the implementation of policies about privacy and confidentiality. For example: procedures can relate to confidentiality and privacy, such as confidentiality and privacy statements, procedures for updating personal information or for access to personal information, as well as the safe storage and disposal of personal information.

Question 4

Based on the service's [Administration of Medication Policy and Procedure](#), identify **three (3)** service and **three (3)** regulatory requirements and the procedure for short and long-term medication administration.

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include three (3) service and three (3) regulatory requirements and the procedure for short and long-term medication administration based on the Administration of Medication Policy and Procedure.

A sample answer is provided below.

<p>Three (3) service requirements</p> <p>[80-90 words]</p>	<p>1. Medication is stored adequately and safely</p> <p>2. Medication must be administered with authorisation, unless in case of asthma or anaphylaxis emergency. In this case the parent of the child and emergency services are notified as soon as practicable.</p> <p>3. If the administering of medication presented an imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.</p> <p>Additional responses:</p> <ul style="list-style-type: none">• Medication must be administered by trained staff• Families are required to complete a long-term medication form for all ongoing lotions and creams.
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	<ul style="list-style-type: none"> Over the phone consent and the medication dosage must be double-checked by a second staff member and relevant paperwork must be completed,
Three (3) regulatory requirements [regulations] (40-50 words)	<ol style="list-style-type: none"> Regulation 90 - Medical conditions policy (services must have a medical condition policy) Regulation 91 - Medical condition policy to be provided to parents Regulation 92 - Medication records must be kept for all children to whom medication is administered <p>Additional responses:</p> <ul style="list-style-type: none"> Regulation 93 - Administration of medication must be consented by parent and completed by trained staff Regulation 94 - Exception to authorisation requirement Regulation 95 - Procedure for administration of medication to follow the instructions provided by registered medical practitioner
Procedure for medication administration (30-40 words)	<ul style="list-style-type: none"> Medication forms must be completed, filed and stored confidentially Medication must be administered by trained staff, following instructions Medication can be administered only if verbal or written consent is given by parent <p>Additional responses:</p> <ul style="list-style-type: none"> Ensure 2 educators administer and witness at all times (one of the educators has to have an approved first aid qualification)

Question 5

In your own words, briefly outline what information should a service request from families regarding long-term and short-term medical needs. In your response explain what the best way is to provide this information.

(Approximate word count: 60-70 words)

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an explanation of what information should a service request from families regarding long-term and short-term medical needs. Student's answer should include the way this information should be provided.

A sample answer is provided below.

Families should provide a completed Action Plan completed by a health professional regarding actions to be taken. For some, less-known medical conditions, it is advisable for families to provide general information about the medical conditions, such as signs, symptoms, treatment, what to be aware of to inform staff and to prepare them how to handle the medical condition.

It is best to provide all medical information in writing.

SCENARIO 3

Aya Brown is 2.5 years old (DOB: 20/04/2021) and attends Little.ly Early Learning Centre in Melbourne. Today is 27 October 2023 and you noticed that she looks unwell, although in the morning she seemed fine.

You checked her temperature at 10.30 am and it was 37.5 °C. You checked her temperature again at 10:15 am and it was 37.8 °C. At 10.30 am her temperature was still 37.8 °C. She looked very lethargic, laying on the couch quietly.

Question 1

Read the service's [Incident, Injury, Trauma and Illness Policy and Procedure](#) document, then outline the actions you would take to respond to the situation in Scenario 3, in accordance with the service's procedure.

[Approximate word count: 130-150 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the actions the student would take to respond to the situation in Scenario 3.

A sample answer is provided below.

Actions to be taken:

- Comfort the child: let the child lay on the couch, read books to her or let the child rest if that's what she needs and check on her regularly
- Encourage Aya to drink plenty of water and remove excessive clothing
- Check child's file to see whether parents authorised the service to administer Panadol in case of high temperature [above 38 °C]
- Contact parents to inform them about the child being unwell and discuss options: if authorisation was given previously to administer medication, then inform parents that Panadol will be given if temperature increases to above 38 °C. If authorisation was not given in writing, ask parents of steps to take.
- Student may mention that in case temperature rises above 38 °C, give Panadol to the child (if authorisation was given, either in writing or verbally), then complete the medication record form. If authorisation was not given, call parents to collect the child.

Question 2

Another educator, Shamim, has approached Aya and touched her forehead. You explained the situation and that you checked Aya's temperature three [3] times. Last time you checked her temperature it was 37.8 °C.

Shamim stated that Aya looks obviously ill and at 11:00 am gave 5 ml Panadol to Aya so she feels better.

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Did Shamim follow the service's policy and procedure regarding illness and high temperature? Briefly explain your response and outline what actions you should take in line with the service procedures.

[Approximate word count: 120-150 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an explanation whether Shamim followed the service's policy and procedure regarding illness and high temperature. Student must outline the (corrective) actions they should take in line with service procedures.

A sample answer is provided below.

Shamim did not follow procedures as for temperatures between 37 °C and 38 °C temperature must be monitored and checked in every 15 minutes.

Panadol cannot be given for temperatures under 38 °C and also, parent's consent is required (either in writing or verbally) in order to give Panadol. Shamim didn't check whether parents gave written consent, didn't talk to them and didn't complete any medication form either.

Corrective actions:

- Contact parents to inform them about Aya being unwell and that Panadol was given
- Complete the Illness form and the medication form to capture the incident and to record medication administration
- Complete the medication form to capture the incident and to record medication administration
- Monitor Aya's temperature and check her temperature every 15 minutes
- If temperature doesn't go down, contact parents to collect the child.

Question 3

At 11:30 Aya's temperature, in spite of the Panadol, raised to 38°C. Complete an illness record for Aya with the information provided above, in Scenario 3 and Question 2 and with the actions you need to take as a response to the illness. Use the [template provided](#). If any section of the form is not relevant, just type 'N/A' (meaning: not applicable).

Save the completed illness record with the following naming convention: *CHCECE031_CHCECE032_Illness record_YourName_yymmdd* and submit it with your assessment.

Assessor instructions:

Student must complete the Illness form with the information provided. See completed Illness Record Assessor Guide for sample answers.

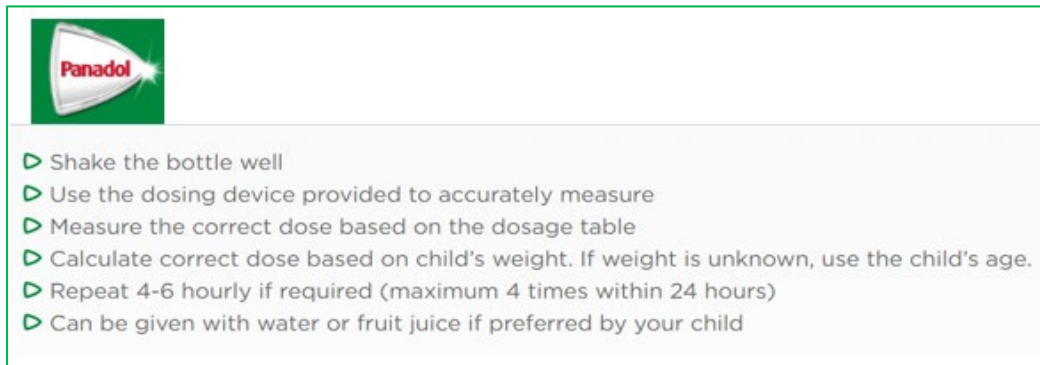
Question 4

Aya returned to the service two days later. Mom explained that they went to the see a doctor and the doctor diagnosed Aya with ear infection. For 2 days, she needs to give her eardrops every morning and evening and

Aya will need to take 8 ml of Panadol every four [4] hours. She gives her Panadol every morning at 8 am, and she'll pick her up at 4:30 pm.

Aya's mom completed the medication record when handing the medication to you in the morning.

Look at the following medication label, then complete the table below with your responses.



Source: [Panadol](#)

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include responses in the table provided based on the medication label provided.

A sample answer is provided below.

According to the medication's label, what are the steps you need to make before administering the medication? (25-35 words)	<ul style="list-style-type: none"> • Student may mention to wash hands • Shake bottle well before use • Use the dosing device provided to accurately measure required dose • Measure the correct dose • Can be given with water or fruit juice if child prefers
Based on the mom's instructions, when do you need to administer Panadol to Aya? (5-15 words)	At 12 pm and at 4 pm, before Aya is being collected.
Maximum how many times can the medication be administered within 24 hours? (2-5 words)	Maximum 4 times

Question 5

This task is a simulated activity where you need to demonstrate how to measure medication correctly.

Resources and equipment needed:

- Any dark liquid, such as fruit juice to simulate liquid medication
- A small measuring cup or plastic medication syringe to measure 8 ml
- A smartphone, camera or laptop to record a video of yourself measuring the simulated medication
- Optional: A friend or family member to assist with the video recording

Instructions:

- Prepare all required resources and equipment
- You may ask a friend or family member to assist with the video recording. They won't appear in the video; they will just hold the device selected to record the video.
- At the beginning of the video recording say your name clearly and that you are going to demonstrate how to measure 8 ml.
- With the help of the measuring cup or plastic medication syringe, measure the 8 ml liquid, then hold the measuring device close to the camera to show the accuracy of the measurement.
- Watch the video before saving it to ensure that the demonstration was successful and the video shows the correct measurement of 8 ml. Feel free to repeat the recording following the instructions until it demonstrates accurate measuring.
- The video must be no longer than 3-5 minutes.
- When you think the video demonstrates accurate measuring of 8 ml, save the video using the following naming convention: *CHCECE031_CHCECE032_Case Study 1_Medication measuring_YourName_yymmdd*

Assessor instructions: Student must submit a video to demonstrate the accurate measurement of 8 ml using a measuring cup or medication syringe and dark liquid. The video must be no longer than 3-5 minutes. The video must include the student's name and must clearly demonstrate the accurate measurement of 8 ml.

SCENARIO 4

This is Atlas, 2 years old toddler who attends Little.ly Early Learning Centre five (5) days a week, from Monday to Friday.

Wednesday morning Atlas came to the service with his dad and he looked quite happy. By lunch time, he looked a little unwell, then you noticed the following [look at the following images]:



Source: Under5s.co.nz



Source: Healthnavigator.org.nz

Question 1

When consulting with the centre director, she confirmed that Atlas probably has hand, foot and mouth disease. List the signs that indicate this disease.

[Approximate word count: 10-15 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the signs that indicate hand, foot and mouth disease.

A sample answer is provided below.

The child has small, red blisters around his mouth and on his feet.

Question 2

Access the National Health and Medical Research Council's 'Staying Healthy' guidelines to find out more about the disease. You tried to contact the parents to organise the child's collection, but as you couldn't reach them you called their live-in nanny who was nominated as their authorised person for child collection.

Write an email to the parents to advise them about the mandated exclusion period associated with this disease.

[Approximate word count: 160-180 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an email to the parents to advise them about mandated exclusion period associated with the hand, foot and mouth disease.

A sample answer is provided below.

From	Little.ly Early Centre
To	Atlas's Parents
Subject	Exclusion period
<p>Dear parents,</p> <p>I hope you are both well. Atlas had red blisters appearing on his face and on his feet today at around lunch time, although he looked fine, maybe a little bit tired. I consulted with the centre director who confirmed that he has hand, foot and mouth disease which is a common viral infection. As you were not available, I called your nanny who came and collected the child.</p> <p>This disease is infectious as long as the blisters contain fluid. To avoid the spread of this disease Atlas won't be able to attend the service until all blisters have dried. Please return to the service with a medical clearance when he's free of blisters.</p> <p>Please remember to follow good hand hygiene practice to avoid the spread of infection at home. However, there is no treatment required for this disease.</p>	

I wish you all the best and I wish speedy recovery for Atlas.

If you have any questions or concerns, feel free to contact me.

Kind regards,
Student's name

Question 3

Outline the actions you must take to prevent cross-contamination and the spread of infection, as indicated by the 'Staying Healthy' guidelines.

[Approximate word count: 20-30 words]

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the actions to prevent cross-contamination and the spread of infection.

A sample answer is provided below.

Response must include each of the following steps:

- Make sure staff and children practise cough and sneeze etiquette and hand hygiene.
- Ensure that appropriate cleaning practices are being followed in the education and care service.
- Ensure exclusion period is implemented until medical clearance is provided.

SCENARIO 5

You work as a room leader at Little.ly Early Learning Centre, Melbourne.

Jess Rashdi (3 years old, DOB 11.08.2020) was playing today (5 September 2023) with the ball outside with her peers when she slipped on the grass and got a bruise on her right knee at 3.30 pm. You saw it and rushed to check on her injury. As it was just a minor bruise, you washed the injured knee and placed a band-aid on it to prevent infections.

Question 1

Complete an incident report for Jess that the parents will need to sign when they collect her. Use the [template provided](#). If any section of the form is not relevant, just type 'N/A' (meaning: not applicable).

Save the completed incident report with the following naming convention: *CHCECE031_CHCECE032_Incident report_YourName_yymmdd* and submit it with your assessment.

Assessor instructions:

Student must complete the incident report with the information provided. See completed Incident Report Assessor Guide for sample answers.

Assessment checklist:

Students must have completed all tasks and questions within this assessment before submitting. This includes:

Scenario 1		
Q1	Complete the table with your responses	<input type="checkbox"/>
Q2	Respond to the question	<input type="checkbox"/>
Q3	Respond to the question	<input type="checkbox"/>
Scenario 2		
Q1	Write an email	<input type="checkbox"/>
Q2	Respond to the question	<input type="checkbox"/>
Q3	Respond to the question	<input type="checkbox"/>
Q4	Complete the table	<input type="checkbox"/>
Q5	Respond to the question	<input type="checkbox"/>
Scenario 3		
Q1	Respond to the question	<input type="checkbox"/>
Q2	Respond to the question	<input type="checkbox"/>
Q3	Complete an illness record and submit it with the assessment	<input type="checkbox"/>
Q4	Complete the table with your responses	<input type="checkbox"/>
Q5	Record a video to demonstrate medication measuring and submit with the assessment	<input type="checkbox"/>
Scenario 4		
Q1	Respond to the question	<input type="checkbox"/>
Q2	Write an email	<input type="checkbox"/>
Q3	Respond to the question	<input type="checkbox"/>
Scenario 5		
Q1	Complete an incident report and submit it with the assessment	<input type="checkbox"/>



Congratulations you have reached the end of Assessment 4!

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