

## Medical Condition Policy

### Aim

The service aims for all Educators to effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis to ensure the safety and wellbeing of children, Educators and visitors.

Identifying children with medical conditions.

- The service's enrolment form provides an opportunity for parents to notify the service of known medical conditions. This form needs to be completed before any child can commence at the service. The enrolment form requests families to provide supporting documentation as well as an action plan (if applicable). This action plan should include a photo of the child, what triggers the allergy, first aid needed and contact details of the doctor who has signed the plan
- The service will then request that the parent supply any relevant medication (if applicable).
- Risk minimisation and communication plans will be developed in consultation with parents. These will be reviewed when required. Any communication relating to the child/ren's medical condition will be recorded in the communication plan.
- Any information relating to the known medical conditions will be shared with the Nominated Supervisor, Educators, volunteers and any other staff member at the service. The nominated supervisor is to ensure all staff at the centre is briefed on individual children's health needs.
- Lists of children (with photograph) with known medical/health concerns will be displayed in the kitchen and/or craft preparation areas.

### Implementation

Management will:

- Identify children with medical conditions during the enrolment process.
- Request parents to provide relevant medication for the child. If they do not wish to provide the service with an individual lot of medication then Management/Educators will be required to collect the medication directly from the child's bag upon arrival at the service and will hand back to the parents when they collect their child/ren from the service.
- Provide all affected families with a copy of the medical conditions policy upon enrolment.
- Provide Educators with a copy of the medical conditions policy.
- Opportunities for Educators to attend regular asthma, anaphylaxis, first aid, CPR, Diabetes training should be encouraged and made available by the centre.
- Ensure all Educators are informed of the children with medical conditions in their care.
- Encourage open communication between families & Educators.
- Identify and where possible, minimise medical conditions triggers using appropriate techniques, policies and procedures.
- Any medication provided to the service must be prescribed by a GP and must include the following information:
  - In its original packaging
  - Child's full name
  - Dosage to be administered
  - Manner in which it is to be administered (eg: 5mls, orally)
  - Expiry or used by date
  - Prescribing doctors name and details
- Ensure all educators/volunteers are familiar with all children that have a medical condition that attend the service and have direct access to all relevant action plans and are aware of where any relevant medication is stored.
- Ensure that any educator administering any medication are to document this on the Medication Record.
- Develop a Risk Minimisation & Communication Plan in consultation with the Parents/guardians and Educators.
- Any information that is relevant to a child's medical condition will be documented on the Communication Plan for future reference and will then be communicated to all educators.
- Ensure menu's are developed in consultation with all allergies/anaphylaxis diagnoses to minimise potential risks for children/educators.
- Advise all families that the service has children diagnosed with anaphylaxis and asthma at the service.
- Will advised families and educators of any food that is not permitted in the service due to allergies and/or anaphylaxis diagnoses.

- If a parent/guardian does not provide medication, action plan and any other relevant information prior to their enrolment beginning or when items expire, Management and Nominated Supervisor reserve the right to suspend or terminate the enrolment.

#### Educators will:

- Ensure that they maintain current Asthma, Anaphylaxis, First Aid, CPR and Diabetes (if applicable) Training.
- Ensure that they are familiar with each child with medical conditions in the care.
- Ensure they are aware of the location of any medication. If medication is not provided directly to the service, an educator will collect directly from the child/ren's bag upon arrival and hand back to the parent upon collection of their child/ren.
- In regular consultation with families, optimise the health and safety of each child through supervised management of the child's medical condition.
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given.
- All medication must be clearly marked with the child's name and be stored appropriately.
- Ensure that all regular prescribed medication is administered in accordance with the information on child's action plan.
- Medication is to be administered (on a non-emergency basis) and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an Educators on its administration.
- Any medication administered by Educator's must be documented on the Medication Record.
- Communicate without undue delay to management and families, if they are concerned about a child's medical condition limiting his/her ability to participate fully in all activities.
- In the event of a medical episode a suitably trained educator will follow the child's action plan and administer the medication provided by the child's parent/guardian.

#### Families will:

- Formally inform Educators and the centre, either upon enrolment of their child with medical condition (without undue delay), that their child has a history of any medical conditions.
- Provide all relevant information regarding the child's medical conditions including action plans, medication etc.
- Notify the centre Educators, in writing, of any alterations to the medical condition. This can then be documented on the Communication Plan for future reference.
- Ensure that their child maintains adequate supply of appropriate medication clearly labelled with the child's name including expiry dates.
- Communicate all relevant information and concerns to Educators as the need arises.
- Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- If a parent does not wish to provide the service with their own medication, Educators will be required to collect the medication from the child's bag upon arrival at the service and will hand back to the parent upon collection of their child/ren.
- Develop a Risk Minimisation & Communication Plan in consultation with the Nominated Supervisor and Educators

#### In the event of a child having a medical episode whilst at the centre:

1. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained Educators.
2. Medication will be administered as outlined on the child's action plan.
3. The parent/guardian will be contacted by phone immediately if Educators become concerned about the child's condition.
4. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the action plan provided and medication will be provided until Ambulance officers arrive.

#### **Self-Administration**

A child will be permitted to self-administer their own medication if permission is provided by the parent/guardian and there is an educator witnessing the administration of the medication, in accordance with the following:

- There is an educator present and is witness to the administration.
- The medication the child is taking has all the below relevant information:

- In its original packaging
- Child's full name
- Dosage to be administered
- Manner in which it is to be administered (eg: 5mls, orally)
- Expiry or used by date
- Prescribing doctors name and details
- Medication record is completed and provided to the parent for sign off.

### Medication Record

- At any point that a child required regular administration of medication for a period of time or ongoing, educators are required to complete a Medication Record each time the medication is administered and it must be signed by parents/guardians upon collection of their child.
- If a parent provided their child any medication prior to arriving at the service, they are required to communicate this with educators and are to complete the Medication Record.
- The following information is to be recorded of the Medication Record:
  - Child's full name
  - Date of birth
  - Date of administration
  - Name of medication
  - Time & date medication was last administered
  - Medication expiry date
  - Time/date it is to be administered next
  - Dosage amount and manner in which it is to be administered
  - Parent signature
  - Staff administering details
  - Name and signature of witness.

### Expired Medication

- If the service is not provided with non-expired medication or is not provided with any appropriate medication at all, for a child with a diagnosed medication condition, management reserve the right to suspend or cancel the family's enrolment until appropriate medication is provided to the service. *Please note: this is relevant to any way in which the service is provided the medication. Eg: collected from the child's bag or the service is provided with medication to keep on premises.*

### Related Procedures/Policies/Forms

- Children's Medication policy

### Legislative Requirements

- Education and Care services National Law Act 2011)
- Australian Children's Education & Care Quality Authority
- Occupational Health & Safety Act 1989
- Public Health (Amendment) Act 1991
- Anti-Discrimination Act 1997
- Emergency ASTHMA First Aid procedure

### Who is affected by this policy?

- Children and Families
- Educators and Management

### Sources and further reading:

- Asthma Foundation <http://www.asthmaact.org.au>
- Health & Safety in Children's Services Model Policies and Practices
- Occupational Health & Safety Act
- The Australasian Society of Clinical Immunology and Allergy (ASCIA)
- Anaphylaxis Australia
- Staying Healthy in Childcare 4th Edition 2006
- NSW Health

- AFAO

*Review: This policy will be reviewed annually. The review will be conducted by:*

- *Management and Employees*
- *Interested Parties (Including Families, NSW Early Childhood Education and Care Directorate Department of Education and communities, ACECQA etc.*

*Last Reviewed: August 2020*