



## Medical Conditions Policy

### Rationale

At The Pines Preschool we aim to provide a safe and healthy environment for all children including those with medical conditions. Medical conditions include asthma, allergies, diabetes and those diagnosed at risk of anaphylaxis. Management plans and risk minimisation plans will be in place to cater for individual children.

### National Quality Standards

Regulation 90, 91 (medical conditions policy) and 173 (2f) (display anaphylaxis risk sign) of the Education and Care Services National Regulations, 2018, and Reg 94 (exception to authorisation for anaphylaxis or asthma emergency).

### Quality Area 2: Children's health and safety

At our preschool:

- Effective illness and injury management and hygiene practices are promoted and implemented.

### Educators Responsibilities

- Ensure that if families have indicated on the enrolment form that their child has a health or medical condition, this must be followed up with supporting documentation. Families are provided with a 'Medication in education and care services' brochure. This involves a 'Health Support Agreement', a 'Safety and Risk Minimisation Plan', a condition-specific care plan completed by the child's Doctor (i.e. asthma care plan, action plan for allergic reactions). Where ongoing medication is required, a 'Medication Agreement Form' is to be completed by the child's Doctor. It is the family's responsibility to complete and provide the preschool with supporting documentation. All forms can be accessed on the Department for Education website.
- Ensure that the family provide all supporting documentation (see dot point above) prior to the child's commencement date at preschool (during the enrolment process). Families must also provide the preschool with the prescribed medication (as stated on the supporting documentation) on the child's first day at preschool.
- Written plans to manage individual conditions are located in a folder in the preschool office. Photos of the children with their health or medical needs are also displayed in the kitchen and office. Photos of children with sunscreen sensitivity or insect allergies are displayed in the activity room.
- All educators, including relief staff and volunteers, will be informed about children's medical conditions, best practice to minimise risks, the location of the child's health plans and their prescribed medications. Photos displayed on the child's plans and medications will support identification.
- When taking prescribed medication from families, check that it is in the original container, with the child's name, written directions and dosage.
- Ensure medication records are kept and maintained on the Early Years System (EYS) and in our medication folder (accessible to all educators).
- Ensure that children's medications are safely stored in the medical cupboard located in the preschool office. Each child's medication is clearly labelled with the child's photo in individual compartments. Medication expiry date is reviewed regularly (check list system).
- Ensure that when medication has been administered, this is recorded in the 'Medication Log Folder', located in the preschool office.
- A notice stating that an enrolled child has been diagnosed at risk of anaphylaxis will be displayed on site where necessary.

- ‘Safety and Risk Minimisation Plans’ will be put in place to cater for individual children. These include practices relating to foods consumed and minimising allergen exposure at the preschool (see Reg 90).
- A number of educators are trained in Emergency Asthma Management Training and the site is an “Asthma Friendly” site.
- Medication may be administered to a child without an authorisation in a case of an Asthma emergency. If medication is administered a parent/emergency contact, and if required, emergency services will be notified as soon as practicable.

### **Family Responsibilities**

- Provide medical care plans completed by their child’s doctor where necessary. Families are required to supply appropriate prescribed medications when their child attends the preschool.
- Ensure their child’s medication is within date and supply replacements when beyond the expiry date.
- Not provide the preschool with non-prescription medication.
- Not store medication in their child’s bag.
- Hand over child’s prescribed medication to an educator upon arrival at preschool each morning. This will ensure that the medication is stored correctly and safely. Families may leave their child’s medication at preschool. It will be stored in a locked cupboard.
- Advise the preschool of any changes to the child’s dosage/medication. This requires new management and medication authority plans, completed by the child’s Doctor.

### Administering Medications (see also ‘Administration of First Aid’ Policy):

- Educators will not administer medication unless authorised by families and a registered Practitioner has prescribed the medication. A ‘Medication Agreement’ must also be completed by the child’s Doctor. The medication must be in its original container; bear the original label with the child’s name; and have not expired.
- Medication will be administered in accordance with the instructions provided on the medication label; as written by the practitioner; or as outlined in the child’s Medication Agreement.
- A medication record will be kept for children receiving medication, located in the Medication Log folder. It will include:
  - Name of the child
  - Name of the medication
  - Date
  - Right child, right medication, right dose, right strength, right route, right method and right time
  - Tick when medication is administered
  - Observations and comments
  - Name and initials of person administering the medication and the name and signature of a witness who checked the dosage, the identity of the child and administration of the medication.
- Medication may be given without authorisation in the case of an anaphylaxis, asthma or other emergency. In such cases the family is notified as indicated in the ‘Health Support Agreement’ and emergency services contacted if necessary.

### **References:**

- Education and Care Services National Regulations, 2018
- National Quality Standards, 2018
- Forms and agreements available at ‘Health care plans’, DfE, <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>
- ‘Health support planning in Education and Children’s Services’, DECS, 2006
- ‘Health support’, DfE, <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning/managing-health-education-and-care/health-support>
- ‘Health support planning: Medication management in education and care’, DfE, 2019
- ‘Health support planning: Anaphylaxis and severe allergies in education and care, DfE, 2018
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

**Policy review**

**Quality area 7: Leadership and service management**

**Next review date:**

2023