



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 conditions such as 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 Area2: 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 parents have indicated on the enrolment form that their child requires ongoing prescribed medication, this must be followed up with supporting documentation. This involves a health care plan (i.e. asthma care plan, action plan for allergic reactions) and 'Medication Agreement Form' (from the Department for Education website) to be completed by the child's Doctor. It is the family's responsibility to complete and provide the preschool with supporting documentation.
- Ensure that the parents/caregivers 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 followed 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 and in the individual child's medication bag located in an unlocked cupboard in the preschool office. They are also displayed in the kitchen, office and included in the child's enrolment file.
- Educators 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.
- Check that the prescribed medication is in the original container, with 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 staff).
- Ensure children's medical documentation along with their photos are displayed in the office and kitchen for all educators, relief staff, volunteers and visitors to see.
- 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 containers. 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 on the lockers next to the first aid cabinet.

- A notice stating that an enrolled child has been diagnosed at risk of anaphylaxis will be displayed on site where necessary.
- 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.

Parent/Caregivers Responsibilities

- Parents/caregivers will provide medical management plans for their child where necessary. Parents/caregivers 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 GP.
- Sight and sign medication log when educators have administered medication to their child.

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

- Educators will not administer medication unless authorised by parents/caregivers and a registered practitioner has prescribed the medication. 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 health plan.
- A medication record will be kept for children receiving medication. Located in the Medication Log folder. It will include:
 - Name of the child
 - Signature of the child’s parent/authorised person
 - Name of the medication
 - Time and date last administered
 - Time, date and circumstances under which medication is to be administered
 - Dosage and manner to be given
 - Once given, record the actual dosage, manner, time and date.
 - Name and signature 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.
- Parents/caregivers will receive a note when medication has been administered outlining the date, time and dosage.
- Medication may be given without authorisation in the case of an anaphylaxis or asthma emergency. In such case the parents/caregivers and emergency services will be notified as soon as practicable.

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****Revision Record**

Version	Approved by	Approved date	Amendments
1.0	Governing Council	13 th March 2019	Used to be included in 'First aid, medical conditions and infectious diseases' Policy, 2018

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Approved at Governing Council on (Date):

Approved by Principal: Cherie Collings

Approved by Governing Council Chairperson:

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