



# MADGE SEXTON KINDERGARTEN

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

## Policy 7: Dealing with medical conditions

**Rationale:** The centre will facilitate effective care and health management of children with acute episodes of illness and medical emergencies. Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Our service is committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all children at this service. Our service is also committed to ensuring our educators are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times. Providing families with ongoing information about medical conditions and the management conditions is a key priority.

### **Aims:**

Our education and care service will minimise the risks around medical conditions of children by:

- Collaborating with families of children with diagnosed medical conditions to develop an action plan for their child;
- Informing all staff, including casual staff, and educators, of all children diagnosed with a medical condition and the action plan procedures for these;
- Providing all families with current information about identified medical conditions of children enrolled at the service with strategies to support the implementation of the action plan;
- Ensuring all children with diagnosed medical conditions have a current action plan that is accessible to all staff; and
- Ensuring all staff are adequately trained in the administration of emergency medication.

### **Procedure:**

#### Upon enrolment of children into the centre

The Director will:

- Ensure that any parent with a child enrolled at the service that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this Dealing with Medical Conditions policy;
- Inform parents of the requirement to provide the service with a medical management plan of their child's condition;
- Plans are divided into two areas: Personal Care Plans (for daily living support) and Health Care Plans (for emergency response/first aid, medication, health conditions and health related personal care issues). Before staff can assist, parents/caregivers must provide written information from their Doctor/treating health care professional that outlines specific care needs in the appropriate plan format.
- These "Care Plan" forms ensure that the Centre has information from the treating health professional relevant to the child's health, wellbeing, attendance, learning and care at Kindergarten. These plans include medication, first aid, specific health information, e.g. asthma, seizure/epilepsy plan, diabetes, anaphylaxis. Staff can work with families to plan support for children who require assistance in these areas. This support may be required as there are individual first aid requirements other than basic first aid response, or the child has a predictable need for additional support with daily living tasks, or there is additional need for supervision for health related safety.
- Other forms can also include Medical Information, for general health care or those without specific forms, and General Health Information.
- All forms will be kept in the Medical/Health Record Forms folder in the kitchen on top of the fridge. Children's photographs and a brief description of their medical condition will be displayed in the Kitchen and Staff Room to ensure staff are aware.

#### RESPONSIBILITIES OF PARENTS/CAREGIVERS

- Complete the enrolment form with accurate health/medical information.
- Ensure Madge Sexton Kindergarten has up-to-date information with parent/caregiver

emergency contact details and at least 2 other people for back up emergency contact.

- Request the relevant health care plan forms as needed for the child.
- Have the Health Care Plan forms completed and signed by the treating medical practitioner, sign them as parent/caregiver, and return to the Kindergarten.
- Work with the Kindergarten Director to complete a health support plan for the child if necessary.
- Ensure all medication is delivered to the Kindergarten as needed (in a container with an original Pharmacy label), and that a medication plan is completed and signed by the doctor and signed by the parent/caregiver.
- Update the medical information as necessary with forms completed and signed by the treating medical practitioner. Communicate any changes in health-related issues with staff immediately.
- Provide and maintain your child's health equipment (e.g. spacer).

#### **RESPONSIBILITIES OF STAFF**

- Check that any child with a medical/health concern on enrolment receives the appropriate Health Care Plan forms.
- Check Health Care Plan forms for doctor and parent signatures.
- Ensure you understand the care required from the usual first aid.
- Provide basic first aid in line with DECD training.
- Follow Health Support Plans, Health Care Plans and Medication Plans as necessary.
- Complete the First Aid Log each time first aid is given.
- Health Care Plan forms, Medication Plans and Health Support Plans are located in the Medical/Health Care Record Forms Folder in the Kitchen above the fridge.
- Teachers are responsible for keeping First Aid Training and Medication management training up to date, including the management of asthma and anaphylaxis, all staff are adequately trained in the administration of emergency medication such as the Epi-Pen or asthma medication.

#### **RESPONSIBILITIES OF PRESCHOOL DIRECTOR**

- Ensure families are informed about and supported to understand and participate in the Health Support Planning process.
- Check any health issues at enrolment discussion.
- Ensure correct forms are given and policy explained.
- Complete Health Care Plans with parent/caregivers as necessary.
- Involve all staff in health support planning.
- Ensure Health Support Plans are developed, implemented, monitored and routinely reviewed.
- Identify and ensure access to the training required to meet the routine and emergency health support needs of children.
- Ensure Occupational Health Safety and Welfare processes are inclusive of Health Support Planning requirements.

#### **ALL STAFF WILL:**

- Follow worksite procedures.
- Follow Health Care plans, Medication plans and Health support plans.
- Complete the first aid log each time first aid is given.
- Complete the medication log each time medication is given.
- Familiarise self with children throughout the Kindergarten with severe health concerns.
- Participate in training in line with health support planning responsibilities.
- Contribute to and follow Health Support Plans.
- Maintain confidentiality.
- Develop programs that are inclusive of health support plan requirements.
- Communicate any health related issues with parents.

## **Administration of Medication Procedure**

- The administration of medication to children at the request of their parents is a task that requires attention to detail, meticulous record keeping, teamwork and common sense. It is a responsibility that must be taken seriously due to the potential health risks, and litigation issues that may arise as a result of incorrect administration.
- In the interest of children's safety and wellbeing, Madge Sexton Kindergarten staff will only administer medication if the medication is in its original container with the dispensing label attached listing the child as the prescribed person and the dosage to be given. This applies to all medications; regardless of whether they are non-prescribed (such as cough medicines, nappy creams etc.) or prescribed (antibiotics). Pharmacies can provide dispensing labels for non-prescribed medication.
- A completed Medication Record must be filled out and signed by the parent/guardian in order for staff to administer medication to a child. Administration of puffers, antihistamines, etc. must be in accordance with Health Care Plans. All forms are located in our Medical/Health Care Forms folder in the Kitchen above the fridge.
- Completed Medication Records will be filed in the Children's Health Care Plans folder.
- Children's medication must be delivered to a staff member and be stored securely (above the fridge or in the fridge where appropriate). It is vital that medication is NOT left in children's bags where children may gain access.
- Staff will ensure medication is administered promptly at the prescribed intervals and will use timer where necessary to ensure medication is given at correct times.
- Two staff members must check all medication before being administered to the child. The Medication Record is to be signed by the staff member administering the medication and the staff member who has witnessed and cross-checked that the correct medication and dose has been given.
- Madge Sexton Kindergarten staff WILL NOT administer a medication at a different dosage or frequency other than that recommended on the medication label, unless alternative written advice is received from a medical practitioner.
- Medication that is labelled for another person or is past its 'use by' date WILL NOT be administered.

**Endorsed by Staff & Governing Council September 2015**

**To be reviewed: September 2017**