



LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government
of South Australia
Department for Education

Early Years Dealing with Medical Conditions Policy

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 that 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:

- Receiving a Health Care Plan completed by the child's Doctor.
- Collaborating with families of children with diagnosed medical conditions to develop a Health Support Agreement and Safety and Risk Management Plan for their child.
- Informing all staff, including casual staff and educators, of all children diagnosed with a medical condition and the Health Care 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 Health Care Plan.
- Ensuring all children with diagnosed medical conditions have a current Health Care Plan that is accessible to all staff
- Ensuring all staff are adequately trained in the administration of emergency medication.

Procedure

Upon enrolment of children:

The Nominated Supervisor 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 Health Care Plan of their child's condition, to be completed by the child's Doctor.
- 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 Work, Health and Safety processes are inclusive of Health Support Planning requirements.
- Collaborate with families to complete a Health Support Agreement and a Safety and Risk Management Plan.
- Store all forms in the Medical/Health record Forms folder in the Office. Children's photographs and a brief description of their medical condition will be displayed in the First Aid cupboard and the office to ensure staff are aware.

Responsibilities of Parent/Caregivers

- Complete the enrolment form with accurate health/medical information.
- Ensure Lock Area School has up-to-date information with parent/caregiver emergency contact details and at least two other people for back up emergency contact.
- Have the Health Care Plan forms completed and signed by the treating medical practitioner, sign them as parent/caregiver, and return to Lock Area School.
- Work with the Nominated Supervisor to complete a Health Support Plan and a Safety and Risk Management Plan for the child.
- Ensure all medication is delivered to the Centre 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 (eg. Spacer).

Responsibilities of Staff

- Maintain confidentiality.
- Contribute to and follow Health Support Plans.
- Check that any child with a medical/health concern on enrolment receives the appropriate Health Care Plan forms.
- Develop programs that are inclusive of Health Support Plan requirements.
- Follow Health Care Plans, Medication Plans and Health Support Plans.
- Ensure you understand the care required from the usual first aid.
- Provide basic first aid in line with DfE training.
- Report on any First Aid administration via the First Aid log each time first aid is given, and IRMS where applicable.
- Health Care Plan forms, Medication Plan and Health Support are located in the Office.
- 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 a the Epi-Pen or asthma medication.

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 Lock Area School 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 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/caregiver 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 Early Years General Information folder in Office.
- Completed Medication Records will be filed in the Early Years General Information folder in the Office.
- Children's medication must be delivered to a staff member and be stored securely (in the fridge where appropriate, or in the First Aid cupboard). 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 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.
- Lock Area School 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 not labelled, labelled with another person's name, or is past its 'use by' date WILL NOT be administered.