



**Emmerick Street Community Preschool**  
**15 Emmerick Street, Lilyfield**

# **Policy**

Policy Name:	<b>MEDICAL CONDITIONS AND MEDICATIONS POLICY</b>
Policy Number:	<b>QA 2 - 006</b>
Quality Area:	<b>2: CHILDREN'S HEALTH AND SAFETY</b>
Date Developed:	<b>OCTOBER 2012</b>
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### 1. Background

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. Emmerick Street Preschool is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this service. Our service is also committed to ensuring our educators and staff 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.

Emmerick Street Preschool aims to provide a safe environment and ensure that the practice of administering medications to children is carefully monitored to reduce the risk to the health and well-being of any child.

### 2. Links to other policies and procedures:

- Emergency and Evacuation Policy
- Emergency and Evacuation Procedures
- Anaphylaxis Management Policy
- Asthma Management Policy
- Administering Medications Procedure
- Communication Procedure – Medical Conditions

### 3. Aim

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

### 4. Practices

The Approved Provider will:

- Ensure the Nominated Supervisor fulfils responsibilities in the management of medical conditions.

### 4.1. Enrolment of children into the Preschool

The Nominated Supervisor will:

- Ensure that the enrolment form includes information about if the child has a specific health care need, allergy or other relevant medical condition and that all parents have completed this section.
- Ensure that enrolment form includes information if a the child is diagnosed with a medical condition following enrolment;
- Ensure that any parent with a child enrolled at the Preschool that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this Medical Conditions policy;
- Inform parents of the requirement to provide the service with a medical management plan of their child's condition;
  - A medical management plan may be, for example, an Anaphylaxis Action Plan or a written plan from the child's doctor;
- Collaborate with families of children with medical conditions to develop a written risk minimisation plan to ensure the child's safety and wellbeing:
  - to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and
  - if relevant, to ensure that practices and procedures in relation to the safe food handling, preparation, consumption and service of food are developed and implemented; and
  - if relevant, to ensure that practices and procedures requiring parents to notify any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
  - to ensure that practices and procedures requiring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
  - if relevant, to ensure that practices and procedures requiring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented; and
- Ensure that all staff and educators are aware of the medical management plan and risk minimisation plan;
- Ensure that staff are adequately trained in procedures contained in the medical management plan;
- Inform other families enrolled at the Preschool (through the newsletter and a separate letter or email, and also at the parent nights) of the need to prohibit any items which may present a hazard to children with diagnosed medical conditions.

### 4.2. Communication and display of medical information

The Nominated Supervisor will:

- Ensure all medical management and risk minimisation plans are accessible to all staff and;
- Ensure all staff are familiar with the medical management and risk minimisation plans for each child with a medical condition by following the Communication Procedure - Medical Conditions;
- Ensure that all plans are current and kept up to date;
- Develop a communication plan to ensure that relevant staff members and volunteers are informed of the medical conditions policy, the medical management plan and risk minimisation plan for the child;
- Develop a communication plan to ensure that parents can communicate any changes to the medical management plan and risk minimisation plan; and
- Update the communication procedure and/or risk minimisation plans as needed and ensure all staff are aware of changes;
  - This will be done by staff reading and signing the communication procedure and the child's risk minimisation plan, as changes are made.
- Send out reminders to parents to update their medical management plans and risk minimisation plans twice a year (The start of term 2 and end of term 3).
- Ensure that children who require medication to be administered have their medication record displayed in the 'Medication to be Administered' notification area.

Educators and staff will:

- Ensure they are aware of enrolled children with medical conditions and be familiar with the medical management and risk minimisation plans of each child diagnosed with a medical condition; and
- Will consult the communication procedure to ensure they are aware of their communication responsibilities.

## 5. Medications

### 5.1. Administering Medication

Whenever possible, medication should be administered to children by their families, at home. However this will not always be possible. Therefore to ensure children's safety and welfare, the giving of medication at the Preschool will be strictly monitored.

### 5.2. General Considerations

The Approved Provider will:

- Ensure there are policies and procedures are in place for the safe administration of medication to children.
- Ensure staff are trained in administering emergency medication, such as an Epipen® or Blue Asthma Reliever

The Nominated Supervisor will:

- Provide information and training to all educators and staff on the service Administering Medication Procedure (see attached)
- Ensure families are aware of the Administering Medication Procedure
- Ensure children with a specific health care need, allergy or other relevant medical condition have their medication with them or have the medication stored at the Preschool and if they do not then notify the parents that their child cannot attend the Preschool until the medication is available at the service.
- Ensure that medication forms are available for documentation of medication.
- Communicate with families if there is any uncertainty about a medication to be given in a specific situation
- Communicate with families if they believe a child should be cared for at home.

Educators and staff will:

- Be familiar with the Administering Medication Procedure and follow this procedure in administering medication
- Ensure they understand the details of the medication to be given in a specific situation and consult the nominated supervisor if there is uncertainty.

Families will:

- Consider whether their child who requires medication is well enough to be at the service, and to keep the child at home if unwell.
- If their child is receiving medication at home but not at the Preschool, advise the educator of the nature of the medication, including:
  - Reason for medication
  - The time the last dose was given and
  - Any possible side effects it may have for the child.
- Follow the Administering Medication Procedure, when their child needs to be administered medication at the service.
- Provide the medication their child needs for a specific health care need, allergy or other relevant medical condition and if unable to do so will keep their child at home.
- Provide medication that has not expired.
- Replace expired medications with new in-date medication.
- Complete the medication register for ongoing medication.

### 5.3. Storage

The Approved Provider will:

- Ensure there is a medication storage box available to store children's medications safely, out of reach of children and easily accessible to educators and staff.
- Ensure there are procedures in place to ensure children's medication and/or creams are stored at the Preschool have not past their expiry date.

- Ensure there is an additional epi-pen and asthma puffer is supplied and held at the Preschool.

The Nominated Supervisor will:

- Ensure staff check the ongoing medication and creams register for the expiry and replacement dates of children's medication stored at the preschool in the first and second last week of each term.
- Write in the communication diary when to notify parents of the expiry date of children's ongoing medication and/or creams stored at the Preschool.
- Notify parents of the need for new medication at least 1 week prior to its expiry date.
- Ensure all staff follow the Administering Medication Procedure (See attached)
- Inform families of the Administering Medication Procedure
- Ensure that any emergency medication kept at the Preschool meets the minimum requirements of the Regulations
- Advise families of any emergency medication kept at the Preschool
- Ensure that if emergency medication is stored,:
  - That staff are trained in the administration of emergency medications
  - Staff are familiar with policies regarding the administration of emergency medication
- Appropriate hygiene procedures are developed and observed for general use medications

Educators and Staff will:

- Read the Ongoing Medication and Creams Register in the first and second last week of each term.
- Check the Communication diary of ongoing medication and/or creams that are due to expire.
- Notify the Nominated Supervisor of medications and/or creams that are due to expire.

Families will:

- Follow the Administering Medications Procedure
- Replace medication on or before the expiry date

### 5.4. Prescribed Medications

Families will:

- Only provide prescribed medicine that has been prescribed by a registered medical practitioner and;
- From a container that bears the original label with the name of the child to whom it is prescribed;

### 5.5. Non prescribed medications – Over the Counter medications (OTCs)

Families will:

- Provide the medication in its original packaging, applicable to the child's age, with clear dosage instructions;
- Write and sign an endorsement to confirm their child has had the non-prescribed medication before on at least 3 occasions, and has not had a previous allergic reaction to the medication.
- Print the child's name clearly on the medication to ensure the correct medicine is given to the correct child.

Educators and Staff will:

- Follow the instructions on the pack for time, amount and frequency of dosage

### 5.6. Multiple medications

The Nominated Supervisor will:

- Ensure that where a child is unwell to the point of needing more than one medication, that child will be deemed unfit for preschool, unless a doctor's clearance certificate form stating the child as "fit for child care, and will not jeopardize the health of other children or educators", is provided; and
- Allow Children on regular drugs for chronic conditions e.g. insulin, anti---epileptic medication, adrenaline auto---injector etc. to be deemed fit for preschool despite being prescribed more than one medication
- Reserve the right to exclude the child based on the NHMRC guidelines.

Families will:

- Ensure they notify the nominated supervisor if their child has been prescribed more than one medication

### 5.7. Training/Authority to treat

The definition of 'trained educator/staff member' in this policy refers to those educators/staff who have received relevant professionally run training in the treatments or techniques required to administer medication.

The Nominated Supervisor will ensure that:

- Medication is only to be administered by an educator/staff member who holds a current First Aid Certificate, who is trained as defined above, and where the conditions listed above are met.
- Enrolments are only accepted when the conditions below are met
- Where the medication requires administration via other than an oral route or external application, only those educators/staff who have a current First Aid Certificate and have received specific instruction from specific instruction from a health care professional will administer the medication.

Educators and staff will ensure that:

- Medication is only administered as per the conditions listed in this section

Families will ensure that:

- Where specific training, other than required by the regulations, is required, and a staff member is prepared to undertake the training, any costs incurred will be borne by the child's parent/guardian.

The Nominated Supervisor in conjunction with families will ensure that:

- Where the service cannot provide sufficient numbers of adequately and appropriately trained educators/staff members who feel comfortable and confident to perform medical procedures or administer medication to the child, it may be agreed that the parent will come to the service to administer the medication or arrangements made for a health professional to administer the medication at the service.

### 5.8. Application of ointments or creams

The Approved Provider will:

- When choosing ointments, creams and applications for use at the service, every attempt will be made to choose a product that is appropriate to the age of the children, and contains no additives that may cause allergic reactions in some children. The advice of a pharmacist will be sought where necessary.
- Include in the enrolment requests for permission to use the ointments, creams and applications on their child, as needed.

The Nominated Supervisor will:

- Inform parents during enrolment of the brands of ointments, creams and applications used at the service for First Aid, or to offer protection from the sun or biting insects.

Families will:

- Confirm on enrolment that to their knowledge their child is not allergic to the service's brands ( and to sign their consent that these preparations can be applied to their child and to sign their consent that these preparations can be applied to their child, or may opt to provide the service with an alternative brand for their child's use.
- Whenever a family provides their own brand the parent/guardian will be required to complete and sign the medication record and fill in the ongoing medication and creams record with staff.

Educators and staff will:

- Only apply ointments, creams or applications to children whose parents/guardians have provided written consent.

### 5.9. Management of asthma and anaphylaxis

Refer Anaphylaxis and Asthma policies

### 5.10. Transfer by Ambulance

Refer 'Procedure for a Child Requiring an Ambulance'

### 5.11. Policy Availability

The medical conditions policy will be readily accessible to all educators, staff, families and visitors, and ongoing feedback on this policy will be invited.

### 5.12. Documentation and record keeping

The Approved Provider will:

- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

The Nominated Supervisor will:

- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Educators and staff will:

- Complete a Medication Record when a child receives emergency medication; and
- Will provide parents with a copy of the Medication Record.

## 6. Evaluation

- Educators respond in an effective manner to any medical conditions incident, and documentation is completed, shared, and stored as appropriate;
- Plans to effectively manage medical conditions are developed in consultation with families, and implemented; and
- Medications are administered correctly and safely and as children require them;
- Regular reviews of procedures and policy are implemented.

#### **Relevant Legislation**

Children (Education and Care Services National Law Application) Act 2010, 104;  
Education and Care Services National Regulations 2011: 90, 91, 92, 93, 95.

#### **Sources**

Guide to the Education and Care Services National Regulations (2011);  
Education and Care Services National Regulations 2011: 90, 91, 92, 93, 95.