

MEDICAL CONDITIONS AND THE ADMINISTRATION OF MEDICATION

Quality Area 2: Children's health and safety

Standard 2.1: Each child's health is promoted

Standard 2.3: Each child is protected

Standard 6.3: The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.

Education and Care Services National Regulations

85 Incident, injury , trauma and illness policies and procedures

86 Notification to parents of incident, injury , trauma and illness

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162 Health information to be kept in enrolment record

PURPOSE

We aim to efficiently respond to and manage medical conditions at the Service ensuring the safety and wellbeing of children, staff, families and visitors.

POLICY

To support children's wellbeing and inclusion while managing precise health requirements, our Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are developed and implemented.

Our Service is committed to adhering to privacy and confidential procedures when dealing with individual health requirements.

DEFINITION

A Medical condition is any condition diagnosed by a medical professional which requires ongoing monitoring, awareness and in some cases medication and treatment. These may

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include, but are not limited to; asthma, anaphylaxis, allergy, diabetes, epilepsy, HIV and mental illness.

PROCEDURE

Children with medical conditions

The Nominated Supervisor will ensure:

- Educators and Staff have a clear understanding about children's individual medical conditions
- Educators and staff complete appropriate training in managing specific medical conditions including administration of invasive and non-invasive medications and tests
- Educators and staff hold a current recognised first aid, asthma , anaphylaxis and CPR certificate
- Communication with families is on-going and effective
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition
- The medical management plan is followed in the event of an incident relating to the child's specific health care need
- Families provide at enrolment current information on their child's medical condition, including
 - Medication
 - Medical Practitioner contact details
 - Medical Management Plan
- A Medical Management Plan/Risk Minimisation Plan has been developed in consultation with families and the child's medical practitioner
- A child identified as having a medical condition at enrolment cannot start care or attend care without a Medical Management Plan and prescribed medication by their medical practitioner. In particular, medication that is life threatening such as asthma inhalers, adrenaline auto injection devices and Insulin.
- Educators have emergency contact information for the child with them at all times
- Educators will have a copy of the child's current medical management plan, risk minimisation and communication plan

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- Families who have a child attending the Service who have a diagnosed medical condition will be provided with a copy or access to this policy and any other relevant policies
- Confidentiality is maintained at all times

Educators will ensure

- Communication with families is on-going and effective
- They have a clear understanding about their role and responsibilities when caring for children with a medical condition
- The medical management plan is followed in the event of an incident relating to the child's specific health care need
- They have a copy of the child's current medical management plan, risk minimisation and communication plan and emergency contacts
- They complete appropriate training in managing specific medical conditions including administration of invasive and non-invasive medications and tests
- They maintain a current recognised first aid, asthma , anaphylaxis and CPR certificate
- Confidentiality is maintained at all times

Families will ensure

- They provide the educator and the service with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal communication/meetings
- The Service enrolment form is completed in its entirety providing specific details about the child's medical condition
- They notify the educator and the Service if any changes are to occur to the Medical Management Plan
- They provide the required medication and complete the medication record.
- They provide an updated copy of the child's Medical Management Plan every 12 months or earlier if updates occur

Medical Management Plan

- Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should:
 - have supporting documentation if appropriate
 - if relevant, state what triggers the allergy or medical condition
 - include signs and symptoms to be aware of
 - include first aid and emergency procedures
 - Include contact details of the doctor who signed the plan
 - state when the plan should be reviewed

Risk Minimisation Plan

All children with a diagnosed medical condition must have a risk minimisation plan in place.

This plan will be completed by the educator in conjunction with the child's family and will identify all triggers and the educator's plans to minimise the risks and will also include a communication plan

Educators and staff with medical conditions

The nominated supervisor / service will ensure:

- Educators provide medical information at the time of registration and annually which confirms their ability to complete their role as an educator. This will also identify any medical conditions and relevant medical management plans.
- Staff are, where necessary aware of Educator's Medical Management plans.
- Staff will provide medical information at the time of employment that will identify any medical conditions and relevant medical management plans
- That all information provided is kept confidentially and respectfully
- Emergency contact information is provided for staff and educators

Staff and Educators will ensure:

- They provide the service with information about their health needs, allergies, medical conditions and medication at registration / time of employment or as required
- They notify the Service if any changes are to occur to the Medical Management Plan
- They provide an updated copy of their Medical Management Plan every 12 months or earlier if updates occur
- They provide contact information for their nominated emergency contacts

Medication**Medication Authorisation**

- Parents/ guardians provide details of their child's current, ongoing medication requirements on enrolment or as they arise
- Authorised persons to give consent to administer medication are named on child's enrolment form
- Any prescribed, over the counter, herbal or homeopathic medications/preparations, (excluding medication required in an anaphylactic or asthma emergency), cannot be administered to a child unless authorisation has been given by the parent or authorised person, by completing and signing the Medication Authorisation record in advance, or in the case of an emergency:
 - a) verbal consent has been provided by the parent or authorised person
 - b) verbal consent has been provided by a registered medical practitioner or an emergency service
- Educators only administer medication that is supplied in its original packaging and which has a current use by date, and when educator has record of last date and time medication administered
- If dosage as nominated on the Medication Authorisation record exceeds that recommended on the packaging, then written instructions from a registered health professional is required
- Educators only administer prescription medication which is in date and has a printed prescription label identifying that it has been prescribed for the particular child for a stated time period; if instructions or medication labels are written in a language other

than English, the family must obtain an English version from a doctor or pharmacist. Children are not to be administered any unidentifiable medicine.

- If a child requires non-prescribed medication for more than 3 consecutive occasions in care, parents will be requested to obtain a certificate from a medical professional indicating the reason for the medication

Administration of Medication

- When medication is administered the educator will complete the times and dosage of medication on the Medication Authorisation Record.
- Educators and staff will follow appropriate hygiene and safety procedures including handwashing
- Educators may administer a single dose of children's pain relief in an emergency provided all the conditions below have been met:
 - a) the child is over six months of age
 - b) the child does not have suspected gastroenteritis
 - c) the child has a temperature above 38 degrees and is in discomfort or pain
 - d) educator has received specific verbal, faxed, SMS or email consent from the parent/guardian or authorised person
- Educators only administer dosage in accordance with the manufacturer's instructions or, in the instance of prescribed medication in accordance with the doctor's instructions on the label. If dosage indicated by the parent on the Medication Authorisation is not consistent with the doctor's / manufacturer's instructions, educators must advise the parent that they are unable to administer the medication
- All medications are securely and appropriately (including refrigeration if required) stored out of reach from small children however readily available to an adult if required in an emergency
- The dignity and rights of the child are to be maintained and protected at all times during the administration medication
- Educator will forward completed medication record to the coordination unit to be stored in the child's file
- Parents may give written authority of child self-administering medication on the Medication Authorisation Record e.g. asthma medication; educator must supervise child whilst self-administering medication

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- If the child has received medication or health care at educator's home in the morning before school or childcare, the educator will provide this written information to child's school or childcare centre.
- If medication is required or may be required during care period and child arrives in care without required medication, the child is to be excluded
- Medication may be self-administered by a child if:
 - a) a management plan signed by medical practitioner states this
 - b) there is written permission of parent/guardian
 - c) the child demonstrates competence of self-administration during practice with parent present
 - d) in agreement with the educator
- The approved provider, nominated supervisor and individual educators can be charged with an offence and receive a penalty if medication is administered without authorisation and / or medication is not administered in accordance with the authorised directions as stated in the regulations

Administering Invasive Medications

- A management plan is developed in consultation with the child's parents and doctor if their condition requires invasive medication
- Educators and staff complete adequate training in the administration of the medication by an appropriately qualified health professional
- Educators and staff will follow appropriate hygiene and safety procedures including handwashing and the use of gloves as required
- All medications and potentially hazardous medical equipment is securely stored; ie needles and syringes, epipen or anapen should be stored out of reach from small children however readily available to an adult if required in an emergency
- All needles, syringes and sharps are disposed of immediately after use by discarding directly into an approved biohazard container supplied by the parent
- The dignity and rights of the child are to be maintained and protected at all times during the administration of invasive medication

- Notify the public liability insurer if a educator or staff is involved in the administration of invasive medication or procedure

Source

- Education and Care Services National Regulation 2011
- Education and Care Services National Quality Standards
- Occupational Health and Safety Act

Associated Forms/information:

- Medication forms
- Family enrolment forms
- Educator's compliance folder
- Service Policies;
 - 2.2 Administration of First Aid
 - 2.3 Anaphylaxis Management
 - 2.4 Asthma Management

Failure to comply with this policy may result in disciplinary action or termination of employment or registration as an educator