



# Dealing with Medical Conditions Policy

## NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement—anaphylaxis or asthma emergency
	95	Procedure for administration of medication

## EYLF

LO3	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.

## Aim

Educators on site can effectively respond to and manage medical conditions including asthma, allergies and anaphylaxis to ensure the safety and wellbeing of children and educators. Educators can safely administer appropriate medication to children provided there is written authority of the child's parent(s)/guardian(s).

## Implementation

The kindergarten will ensure that there are discussions about general medical conditions, health and wellbeing with educators, families and children ensuring adherence to confidentiality.

- A copy of the *Medical Conditions Policy* is available to all educators and volunteers at the kindergarten in the Induction Folder.
- The *Policy* is available on site or upon request to all parent(s)/guardian(s) of children enrolled at the kindergarten who have specific health care needs requiring *Individual First Aid Plans* and *Health Support Plans*.
- Educators are also responsible for raising any concerns with a child's parent(s)/guardian(s) about any medical condition known to the kindergarten, or any suspected medical condition that arises.
- Families are required to provide any medical information and medication requiring specific medical attention for their child on the *Enrolment Form* (as outlined below) and are responsible for updating the kindergarten about any new medication, termination of medication, or any other changes.
- Medication must have a current expiry date and parents/families replace if it exceeds the expiry date.
- Educators have current *First Aid*, *Asthma* and *Anaphylaxis Management Training* and annual CPR.

### Information that must be provided on the Enrolment Form

The DECD *Enrolment Form* provides an opportunity for parent(s)/guardian(s) to help the kindergarten effectively meet a child's medical needs.

Supporting documentation must be completed and attached to the *Enrolment Form* about the following conditions:

- Asthma
- Diabetes
- Allergies
- Anaphylaxis
- Specific medical conditions.

An *Individual Health Care Plan* provided by DECD Educators needs to be provided by the child's parent(s)/guardian(s) and/or registered medical practitioner. The *Individual First Aid Plan* must be used to inform the *Health Support Plan*. Parent(s)/guardian(s) are responsible for updating their child's *Individual First Aid Plan*.

### Identifying Children with Medical Conditions

- Information relating to a medical condition will be shared with the *Nominated Supervisor*, educators, volunteers and other staff members.

- Each child will have a basket located in the *Medical Cupboard* which displays their photograph and contains their *Individual First Aid Plan*, *Health Support Plan* and medication.
- All educators and volunteers will follow the child's *Individual First Aid Plan*.

### **Health Support Plan (Medical Conditions Risk Minimisation Plan)**

- The *Individual First Aid Plan* will support the development of a *Health Support Plan* that will involve consultation with parent(s)/guardian(s), medical professionals and staff. This will minimise the risk of exposure of children to foods that might trigger a severe allergic reaction.
- Anaphylaxis is a severe allergic reaction to a substance which can be life threatening. While prior exposure to allergens is needed for the development of true anaphylaxis, severe allergic reactions can occur when no documented history exists.
- Anaphylaxis can be caused by insect bites for example by bees or wasps but is usually caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts and in children, eggs and cow's milk.
- Other substances which can trigger allergic reaction or anaphylaxis include:
  - All types of animals, insects, spiders and reptiles.
  - All drugs and medications, especially antibiotics and vaccines.
  - Many homeopathic, naturopathic and vitamin preparations.
  - Many species of plants, especially those with thorns and stings.
  - Latex and rubber products – *Band Aids*, *Elastoplast*.
- The *Individual First Aid Plan* includes allergy triggers, *First Aid* treatment and details of the child's medical practitioner. A copy should also be kept where the child's medication is stored. If the child is taken on an excursion, a copy of the *Individual First Aid Plan* and medication will be taken on the excursion. Parent(s)/guardian(s) must provide the kindergarten with an updated *Individual First Aid Plan* from their child's medical practitioner.
- If symptoms arise educators will follow the *Individual First aid Plan* and contact parents.
- Risk minimisation practices will be in place to ensure that the environment will not trigger an anaphylactic reaction in a child with emphasis on the *Allergy Aware Policy*. These practices will be documented, reflected upon and amended accordingly with any practice that may be discovered to decrease risk. For example, a procedure to ensure that the child is never at the kindergarten without their required prescribed medication.
- The kindergarten will display an *Australasian Society of Clinical Immunology and Allergy Inc* (ASCIA) generic poster called *Action Plan for Anaphylaxis* in a key location at the kindergarten (in the kitchen) near the medication cabinet.
- A child must have their prescribed adrenaline auto-injection device at all times and their medication must be within its expiry date.

- The kindergarten will ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of light and heat.
- Families are requested to label all bottles, drinks and lunchboxes with their child's name.
- Children will eat their own food and snacks that have been prepared for them at home.
- Children will be supervised at meal and snack times and consume food in specified areas.
- Parent(s)/guardian(s) will provide suitable sun-screen for children who have an allergic reaction.
- The kindergarten will have an **Allergy-Aware (Nut) Policy** (see *Allergy Aware Policy*) that will inform parent(s)/guardian(s) and educators that foods containing nuts or nut products are excluded from the kindergarten:
  - Peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts, walnuts, pistachio nuts;
  - Types of tree or ground nuts, peanut oil, peanut butter, hazelnut spread, marzipan;
  - Foods which contain nuts such as chocolates, sweets, ice creams, cakes, biscuits, bread, pre-prepared Asian or vegetarian foods;
  - Some children may have a number of food allergies and it may not be possible to have an *Allergy Aware Policy* for all those foods involved. Nut allergy is the most likely to cause severe reaction.
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction, educators will:
  - Call an ambulance immediately by dialling **000**.
  - Commence *First Aid* procedures.
  - Contact the parent(s)/guardian(s) or the emergency contact on the enrolment form.

## Administration of Authorised Medication

- The *Administration of Authorised Medication Record* is completed for each child who requires medication with a separate form for each medication.
- Medication will only be administered if written authority has been provided.
- Medication must be provided by the child's parents and include the following:
  - Child's name clearly on the label,
  - Medication will only be administered from the original container,
  - Any instructions attached to the medication or related to the use of the medication,
  - Any verbal/ written instructions provided by the child's medical practitioner.

- Any person delivering a child to the service must not leave medications in the child's bag. Medication must be given directly to an educator for appropriate storage upon arrival.

#### **Emergency Administration of Medication**

- In the event of an emergency and where the administration of medication must occur, and the child has no medication or action plan the kindergarten will attempt to receive verbal authorisation from the parent(s)/guardian(s) of the child named in the *Enrolment Form* who is/are authorised to consent to the administration of medication.
- If a parent(s)/guardian(s) cannot be contacted then the emergency contacts on *Enrolment Form* will be telephoned.
- If none of the child's nominated contacts can be reasonably reached, the service must contact a registered medical practitioner or an emergency service on **000**.
- In the event of an emergency and where medication is administered, written notice will be provided to the parent(s)/guardian(s)/emergency contact person listed on the child's *Enrolment Form*.

#### **Emergency Involving Anaphylaxis or Asthma**

- For asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under *Emergency Administration of Medication*, using the Kindy supply of Ventolin.
- The kindergarten will contact the following as soon as practicably possible:
  - A parent(s)/guardian(s) of the child.
  - Emergency services.
  - The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced educator.
- Anaphylaxis – ring **000** ambulance.

## **Sources**

Education and Care Services National Regulations 2011 National Quality Standard.

## **Review**

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and Governing Council.