

Dealing with Medical Conditions and Medication Administration

POOSH Care Inc.

POLICY STATEMENT

At POOSH we foster a nurturing and inclusive setting and therefore support all children with medical conditions to develop their sense of wellbeing, connectedness and belonging by participating fully in our program (MTOP 1.2 and 3.1). We aim to ensure the appropriate care and attention to all children, through following specific guidelines regarding all medications given to the children and ensuring all educators are fully aware of the nature and management of any child's existing medical condition. Medications will only be administered to children when permission in accordance with the National Law and Regulations is sought.

PROCEDURE:

a) Dealing with medical conditions

Upon enrolling, families will be asked to inform the service of any medical conditions their child may have, this information will be sought via the enrolment form.

Upon notification of a medical condition, the service will provide the family a copy of this policy in accordance with regulation 91.

Specific or long term medical conditions will require the completion of a medical management plan developed in conjunction with the child's doctor and family. The Centre must receive an up-to-date copy of this plan annually upon re-enrolment.

The child will not be able to attend the Centre until a copy of this plan and a medication box with child's in date medication and child's name clearly labelled is received as well as a risk minimisation plan completed by the family.

You will be informed at the end of each school term if your child's medical plan or medication is due to expire throughout the following term. Failure to complete this update prior to expiry will result in your child being excluded from the service until the actions are completed.

The medical management plan will be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

All educators, including volunteers will be informed of any medical conditions affecting children at POOSH and orientated regarding the correct medical management of these conditions as well as risk minimisation procedures to follow.

It is a requirement of the service to develop a risk minimisation plan in consultation with the parent/guardian so that associated risks are assessed and minimised. This plan will include:

- Identification of any risks to the child or others by their attendance at the service
- Identification of any practices or procedures that need adjustment (eg. Food preparation procedures)
- Process and timeline for orientation and training requirements of educators.
- Methods for communicating between the family and educators if there are any changes to the child's medical management plan.

Where a child has an allergy, the family will be asked to supply information from their doctor explaining the effects if the child is exposed to the allergen and also outline ways educators can help the child if they do become exposed. Where possible the service will endeavour to not have that allergen accessible in the service.

Where the child has a food allergy, the service will supply a particular diet if required (eg. Soy milk, gluten free bread).

If a child has a life threatening food allergy, the service will endeavour to not serve that particular food. However, where it is necessary for other children to consume a particular food (eg. Dairy products) the child with the food allergy will be given a diet specific breakfast and/or afternoon tea.

All medical conditions, including food allergies will be placed in the Medical Conditions folder in the office. It is the responsibility of every educator to regularly read and refer to the folder. When a child is added or removed from this list, all educators will be notified.

Where medication for treatment of long term conditions such as asthma, anaphylaxis, diabetes or ADHD is required, the service will require an individual medical management plan from the child's doctor or specialist detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.

b) Administration of Medication

Prescription medication will only be administered to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date.

POOSH Care Inc. Policies and Procedures

Educators will only administer medication during the services operating hours.

Non-prescription medication will not be administered at POOSH unless authorised by a doctor and a medication form is fully completed.

In the event that a case of emergency requires verbal consent to approve the administration of medication, the service will provide written notice to the family as soon as practical after administration of the medication.

An authorisation is not required for an **asthma or anaphylaxis** emergency even if not previously diagnosed as this could be a life saving treatment, however the authorisation must be sought as soon as possible after the time the parent/guardian and emergency services are notified.

Families who wish for medication to be administered to their child or have their child self-administer the medication at POOSH must complete a medication form providing the following information;

- Name of child
- Name of medication
- Time and date last administered
- Date, exact time and dosage to be administered (general time, e.g. lunchtime will not be accepted)
- The way the medication should be administered (including self-administration).
- Signature of a parent or guardian.

Medication must be given directly to an authorised educator and not left in the child's bag.

The Centre will keep a Medication Record on file indicating:

- Name of Child
- Name of medication
- Date, exact time and dosage given
- Name and signature of person who administered the medication
- Name and signature of witness required to check the medication, time and dosage.

Parents and educators are to ensure the details on the instruction are clear and to clarify any questions. If anyone other than the parent/guardian is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication and also the authorised person dropping off will fill out the medication record.

An educator will store the medication in the top kitchen cupboard (unlocked but out of reach of children) or the fridge if required. Parents are to ensure that the medication is taken home each afternoon. Medical boxes of those children with medical conditions will be stored in this cupboard and need to remain at POOSH until the child is no longer enrolled in the service.

An educator will ensure that medication is kept out of reach of the children at all times.

Medication will only be administered from its original packaging and by an authorised staff member with a First Aid Certificate. Prior to administering the medication, the first aid certified staff member will double check the dosage with another staff member and have them sign off as witness in the medication form.

An exemption to this procedure is applied for asthma medication for severe asthmatics, in which case the child may carry their own medication with parental permission. Where a child carries their own asthma medication they must ensure that the educator in their area is aware when they self-administer their medication. Educators are aware of all asthmatics at the service, and if a child self-administers their medication they will be sent to the infants POOSH room and monitored. Subsequent medication will be given by a POOSH educator with Asthma Management training if required. The service will maintain a record of when the medication was self-administered, whether subsequent medication was administered and when the symptoms were relieved. In the instance of no improvement, emergency services will be contact immediately and the child's asthma management plan will be continually enforced.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
r90-91, 92-96, 178, 181-184 Law s167, 173	Standards 2.1, 6.2 and 6.3	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - Enrolment and Orientation Policy - Providing a Child Safe Environment Policy - Management of incident, Injury, Illness and Trauma policy - Administration of First Aid policy 	<ul style="list-style-type: none"> - Disability Discrimination Act 1975 - NSW Anti-discrimination Act 1977 - Work Health and Safety Act 2011 - Individual Medical Management Plans and corresponding resources. - My Time, Our Place.

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