EARLY LEARNING CENTRE MEDICAL CONDITIONS AND MEDICATION POLICY

NATIONAL QUALITY STANDARD RELATED STANDARDS/REGULATIONS

Standard 2.1
Health: Each child’s health and physical activity is supported and promoted.

Element 2.1.2
Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.

Regulation 90
Medical Conditions Policy

Regulation 91
Medical conditions policy to be provided to parents

Regulation 92
Medication record

Regulation 93
Administration of medication

Regulation 94
Exception to authorisation requirement—anaphylaxis or asthma emergency

Regulation 95
Procedure for administration of medication

Regulation 96
Self-administration of medication

Regulation 168
Education and care services must have policies and procedures

AIM
To ensure staff and parents are given clear guidelines regarding the management of medical conditions, including the administration of medication.

EXPLANATION
To ensure the safety, health and wellbeing of students is promoted, the ELC staff must establish and apply a detailed policy regarding the management of medical conditions and administration of medication.

Medical conditions may include asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. It is essential for staff to meet the requirements arising if a child enrolled at the ELC has a specific health care need, allergy or relevant medical condition. These requirements include following a medical management plan for a child, developing risk-minimisation plans in consultation with the parents of a
child, and ensuring that all staff are able to easily identify a child with a medical condition, the child’s medical management plan and the location of the child’s medication and medication documentation.

PRACTICE

GENERAL

- The Early Learning Centre staff will not administer medication to children without written consent from parents/guardians. Exceptions to this are:
  - Bronchodilators (eg Ventolin), which will be administered in the case of an asthma attack
  - Epinephrine (eg Epipen), which will be administered in the case of an anaphylactic allergic reaction

- Early Learning Centre staff will not administer pain/fever relief (paracetamol, ibuprofen etc) or cough/cold medications.
  - The only exception to this is in the case of a child who has experienced febrile convulsions. With an accompanying letter from a medical practitioner, parents may provide, and give authorization to administer, medication to be given in the case of high temperatures. In this circumstance, the medication will be administered at the ELC, but the child’s parents will also be required to collect the child.

- Students in the ELC are not permitted to self-administer medication in any circumstances.

CHILDREN WITH SPECIFIED (ONGOING) MEDICAL NEEDS

- Parents of children with medical conditions, such as diabetes, asthma, allergies, risk of anaphylaxis, must provide the ELC with a medical management plan / Action Plan, before the first day of school.
  - Parents of children with a medical management plan / Action Plan must make a time to meet with the child’s Class Teacher or Director of Junior School (ELC) before the first day of school, in order to complete a Risk Minimisation Plan and Communication Plan.
  - Medical management plan / Action Plans will be kept:
    - i. In the class “Medical Folder”
    - ii. On the child’s school file
  - Medical management plan / Action Plans will also be kept with the child’s medication and displayed with Medic Alerts.

- Where information is provided on enrolment, or during the course of the year, of a child’s medical needs requiring medication to be held at the ELC, a child must not attend the ELC without the required medication.
  - In the event that a child does arrive at school without his/her medication, parents will be asked to bring the medication to the ELC immediately, or must collect their child from the ELC until the medication is provided.
Parents of children with medical conditions (eg. diabetes, asthma and/or allergies/risk of anaphylaxis) must provide medication for their child (inhalers and bronchodilators, epinephrine autoinjectors) to be kept at the ELC for the duration of the school year. This medication must be “signed in” with the ELC Clerical Assistant on or before, the first day of school.

- Each medication is to have a pharmacy label identifying the child’s name and dosage (if possible).
- All medications must be placed in a ziplock bag labeled with the child’s name.
- Medications will be kept in a labelled tub in the First Aid cupboard of the child’s classroom (located above the sink, opposite to student lockers). These labelled tubs will be moved to the kitchen First Aid cupboard during Holiday Program for specific students involved.
- A signed Early Learning Centre Medication Form, giving authorisation for the administration of medication as required, must be completed for all medications.
- ELC Clerical Assistant will complete the Classroom Medication Register with parents, to acknowledge receipt of the medication to be kept at the ELC.

In circumstances where a child requires the administration of medication in relation to their ongoing medical need (eg. Ventolin, Epipen, antihistamine), this will be administered under the supervision of two staff members. A staff member with a qualification in First Aid (HLTAID004) will administer the medication, while an additional staff member will supervise and confirm correct administration.

- Staff will complete the Record of Student Ongoing Medication form, documenting the time, date and dosage of medication given to the child. The two administering staff members are required to sign this document.
- Staff will also complete a Parent Notification of Medications Administered to Students form, which will be sent home in the child’s school diary to inform parents that medication was administered during the day.
- The ELC Clerical Assistant may call the child’s parent/s to advise that medication has been administered.

**CHILDREN WITH ISOLATED MEDICAL NEEDS**

- Medication which has been prescribed to treat an isolated medical need (antibiotics etc.) may be administered by staff at the ELC.
  - Medication must be prescribed by a medical practitioner and obtained from a pharmacy.
  - Medication must be provided in its original container and have a pharmacy label attached clearly stating the name of the patient and the dosage required. Natural or homeopathic remedies that do not meet these requirements will not be administered.

- Some over the counter medications may be administered by staff at the ELC (eg. creams).
  - A pharmacy label with instructions detailing the student’s name, dosage, name of medication and times/methods for administering the medication must be supplied.
• Instructions must comply with those stated on the medication label.
• Parents/Guardians must hand in all medications the ELC Clerical Assistant, or another staff member in the Clerical Assistant’s absence. Students are not permitted to self-administered medications in the ELC.
• Parents/Guardians must complete the *Early Learning Centre Medication Form* each time medication is required.
  o Ongoing authorization may be given in some instances.
  o The *Medication Form* requires the child’s name, dosage, name of medication and times/methods for administering medication to be documented.
• The Early Learning Centre Clerical Assistant, or other staff member, will keep all medication in a suitable, secure location and ensure that the child receives their medication at the correct time.
• Medication will be administered under the supervision of two staff members. A staff member with a qualification in First Aid (HLTAID004) will administer the medication, while an additional staff member will supervise and confirm correct administration.
  o The *Medication Form* will be completed, documenting the time, date and dosage of medication given to the child.
  o The *Medication Form* will include the signature of the teacher or person in charge who administered the medication and the staff member who acted as witness.
  o Completed *Medication Forms* will be kept in the Early Learning Centre.
  o Staff will also complete a *Parent Notification of Medications Administered to Students* form, which will be sent home in the child’s school diary to inform parents that medication was administered during the day.
• All medication is to be collected by the parents from the Early Learning Centre Clerical Assistant at the end of the day, and the *Medication Form* signed to acknowledge receipt.
  o As required, the Early Learning Centre Clerical Assistant will perform a handover to the After School Care staff of any student receiving medication advising the location of the medication, paperwork and details of any medication administered that day.
• *Medic Alerts*, providing information about children’s medical needs, will be developed as needed by the ELC Clerical Assistant, in conjunction with Class Teachers. These alerts will feature photographs of students with identified medical conditions and a brief description of needs. They will then be displayed in the classroom (inside mattress cupboard, not in public view), kitchen, Medical Folders and in Class Attendance Records (In case of emergency evacuation).

Policy reviewed and updated by ELC staff: 17/05/18