



Victor Harbor Community Kindergarten

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Medical Conditions Policy

April 6, 2019

Updated and amended 8/3/2021

Purpose

Victor Harbor Community kindergarten is committed to ensuring the appropriate management of medical conditions for the safety and wellbeing of all children at this service. All educators hold a current First Aid Certificate and are equipped with the basic knowledge and skills to manage medical situations so as to ensure all children receive the appropriate level of care and their needs are considered at all times. This policy provides clear directions for staff and parents to ensure their child's health, safety and wellbeing is managed appropriately while at the centre.

Procedure

Educators must safely and effectively manage a child or young person's medication in accordance with the Medication management in education and care procedure.

Medication cannot be administered in an education or care service without a medication agreement that has been completed by a treating health professional or pharmacist (for over the counter medication) and authorised by the parent or legal guardian, except for an asthma puffer or EpiPen® when this is used as an emergency response medicine.

1. **Medical history** - upon enrolment, a complete medical history will be collected of individual care recommendations for any child with an identified health condition that may need intervention from staff. Treating health professionals provide this information through care plans, management plans, action plans, first aid plans and medication agreements. These plans will inform staff how they can assist children with various health conditions such as:
 - Allergies
 - Anaphylaxis
 - Asthma
 - Seizures
 - Diabetes
 - Eczema
 - Toileting issues
 - Sun Screen allergies
 - Any other medical or health concerns

The plans provide details of emergency and routine health and personal care support for the child.

2. **Severe medical conditions** - an Action Plan will need to be completed by a General Practitioner. Forms are to be collected from the centre, completed and signed by the GP then returned to the centre prior to the child commencing. These forms are imperative in cases of **emergency** and must be kept on site for staff to access.
3. **Medication** will only be administered by staff if the points below are followed:
 - Medication is in the original container, labelled with the child's name and GP instructions.

- The parent / caregiver has a signed Health support agreement HSP 120 as well as a Safety and risk management plan HSP121 and has provided instructions on what to do in the case of an emergency.
- Staff will Follow Health Support Plans, Health Care Plans and Medication Plans as necessary and Complete the First Aid Log each time first aid is given.
- Two staff members must check all medication before being administered to the child. The Medication Record is to be signed by the staff member administering the medication and the staff member who has witnessed and cross-checked that the correct medication and dose has been given.
- Staff **WILL NOT** administer a medication at a different dosage or frequency other than that recommended on the medication label, unless alternative written advice is received from a medical practitioner.
- Medication that is labelled for another person or is past it's 'use by' date **WILL NOT** be administered. Parents will be notified and up to date medication will need to be supplied.
- Parents / caregivers will view the medical form at the end of the session and sign to confirm the required actions have been completed by staff.

Please note: for some medical conditions, **medical equipment** such as Epipens, puffers or insulin are required and will need to be kept at the centre at all times. For ease of access, these will be stored safely in plastic envelopes by the phone in the passageway and will include the name and photo of the child. Parents / caregivers are advised to ask if unsure as to where these are kept.

4. Allergies

- **Food** – all food allergies must be declared and documented to ensure the safety and wellbeing of the child during fruit time, lunch and cooking experiences.
- **Insects** – parents/ caregivers must notify staff if a child has any allergies to insects.
- **Environmental** - parents/ caregivers must notify staff if a child has any known environmental allergies such as (but not limited to) pollen, dust or animal dander.
- **Sun Screen** – if a child has an allergy to certain products, it is requested that the parent / caregiver notifies staff and provides an appropriate alternative. This will need to be named and kept on site.
- **Known triggers** – parents / caregivers are requested to provide staff with details of any known triggers that may cause a reaction of any kind.

5. Injuries

- Appropriate **First Aid** procedures will be followed according to basic First Aid procedures
- Parents / caregivers will be notified and the incident documented.
- **Minor cuts, bruises and abrasions** will be recorded, and parents / caregivers notified at the end of the session. Staff will provide documentation for the parent / caregiver to sign to confirm they have been made aware of the minor injury.
- In the event of **head injury** (no matter how minor), a bite from another child or any other **serious injury**, the parent / caregiver will be notified immediately and asked to collect their child. It is then up to the parent / caregiver as to the course of action taken. This may include seeking medical advice from the GP or simply resting at home. All details of the incident will be recorded by staff and if further medical treatment is required the department will be notified.

6. Serious or life-threatening injuries / accidents – these situations will be attended to immediately.

- All staff are trained First Aid officers.
- The child will be attended to by the First Aid Officer while an **ambulance** is called. Upon arrival of the paramedics, staff will follow all instructions provided by the officers.

- The parent / caregiver will be notified and asked to attend the centre immediately or alternatively to meet at the hospital. A staff member will support the child on the way to the hospital if the parent / caregiver is unable to arrive at the centre in enough time.
- The centre will document all information regarding the incident and forward the report to both the parent / caregiver and the DfE.
- Where possible, it is requested that the centre be kept informed as to the condition of the child.

7. Emergency Contacts / Change of Details

- It is of paramount importance that parents / caregivers provide the centre with up to date details regarding the health, safety and wellbeing of the child in the case of an emergency.
- Parents / caregivers are responsible for notifying staff if any changes in the child’s medical condition or medication are experienced.
- All phone numbers and emergency contacts must be accurate and kept up to date.
- Parents / caregivers must notify the Director if there are any changes in the child’s enrolment details, health or medical conditions.

Source

- Health support planning: Medication management in education and care (DfE)
- Education and Care Services National Regulations 2.1 and within those regulations in particular: Regulation 12, Regulation 90, Regulation 91, Regulation 92, Regulation 93, Regulation 94, Regulation 95
- Australian Red Cross Senior First Aid certificate course information
- Basic Casualty – First Aid course in Education and Children’s Services

Approved and Checked

Review 2022 or as required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date