



DEALING WITH MEDICAL CONDITIONS AND MEDICATION ADMINISTRATION

OVERVIEW:

Education and Care Services National Regulations require Sunbeams to set out practices in relation to the management of medical conditions, ensuring staff are aware of these practices in relation to managing medical conditions, and any requirements arising because of a health care need such as medical management, risk-minimisation and communication plans.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY STANDARD	OTHER SERVICE POLICIES/DOCUMENTATION	OTHER
r90-91, 92-96, 136, 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.

OUTLINE:

This policy outlines the requirements of parents/guardians using Sunbeams OOSH in regard the disclosure of a child's medical conditions and where necessary, provision of an individual medical management plan, and the procedure to be taken by service management and staff in the administration of medication and minimisation of risk.

WHO THE POLICY AFFECTS:

- Management
- Staff
- Students
- Parents



POLICY STATEMENT:

SUNBEAMS will work closely with children, families and where relevant and with the appropriate permission, Lakes Grammar School and other health professionals to manage medical conditions of children attending the service. We will support children with medical conditions to participate fully in the day-to-day program to promote their sense of well-being, connectedness and belonging to the service (*"My Time, Our Place"* 1.2, 3.1). Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality (*"My Time, Our Place"* 1.4). Medications will only be administered to children in accordance with the National Law and Regulations.

PROCEDURE:

A) DEALING WITH MEDICAL CONDITIONS

- Families will be asked to inform Sunbeams of any medical conditions the child may have at the time of enrolment. This information will be recorded on the child's enrolment form.
- Upon notification of a child's medical condition, the service will provide the family with 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.
- It is a requirement of the service that a risk minimisation plan and communication plan is developed in consultation with the child's family. The Approved Provider or Co-ordinator will meet with the family and relevant health professionals as soon as possible prior to the child's attendance to discuss the content of the plan to assist in a smooth and safe transition of the child into the service.
- Content of the management 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 at the service to minimise risk e.g., food preparation procedures.
 - ✓ Process and timeline for orientation or training requirements of educators.
 - ✓ Methods for communicating between the family and educators if there are any changes to the child's medical management plan.



✓ Additions to the management plan may be made in times of Government declared pandemic for students at risk

- The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition. All educators including volunteers and students will be informed of any special medical conditions affecting children and orientated regarding the necessary management.
- In some cases, specific training will be provided to educators to ensure that they are able to effectively implement the medical management plan.
- Medical management plans will they be kept for accessibility and available in the Yellow Medical Folder located in the locked kitchen draw.
- 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 whatever they are allergic to and to explain ways the educators can help the child if they do become exposed.
- Where possible Sunbeams will endeavour to not have that allergen accessible in the service. An appropriate risk assessment will be completed to ensure the safety of this to others and the child.
- All medical conditions including food allergies will be placed in the yellow medical folder and kept in in the locked kitchen draw, with dietary requirements printed out and kept on top of the microwave. It is deemed the responsibility of every educator at the service to regularly read and refer to the list.
- All relief staff will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving that child.
- Where a child has a life-threatening food allergy and the service provides food, the service will endeavour not to serve the food allergen in the service when the child is in attendance and families will be advised not to supply that allergen for their own children.
- Where it is necessary for other children to consume the food allergen (e.g., milk or other dairy foods) the child with a food allergy will be seated separately with other children during mealtimes and all children will wash their hands before and after eating.
- Where medication for treatment of long-term conditions such as asthma, epilepsy, anaphylaxis or ADHD is required, the service will require an individual medical management plan from the child's medical practitioner 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. The medication must



be in the prescribe box with dosage from the pharmacy and in date. The parent needs to sign the medication plan notifying the service with the last dosage administered. Parents can notify the service on OWNA each time medication is required.

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. Non-prescription medication will not be administered at the service unless authorised by a doctor.
- Educators will only administer medication during services operating hours and with the Authorisation of Medication Form completed by the parent/career.
- If 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 in the event of an asthma or anaphylaxis emergency however the authorisation must be sought as soon as possible after the time the parent and emergency services are notified
- Families who wish for medication to be administered to their child **MUST** complete an Administration of Medication Form providing the following information.
 - ✓ Name of child on the box of medication with the dosage and time to administer
 - ✓ Letter from Dr or Specialist outlining the need and dosage
 - ✓ When the last does of medication was given.
 - ✓ Signature of family member receiving the medication
- Medication must be given directly to an educator and not left in the child's bag. Educators will store the medication in a designated secure place (in the locked medication draw in the kitchen, clearly labelled and ensure that medication is always kept out of reach of children and in date.
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication unless the person is authorised on the enrolment form for medication.



- An exception to the procedure is applied for asthma medication for severe asthmatics in which case the child may carry their own medication on their person with parental permission. Where a child carries their own asthma medication, they will be required to report to an educator their use of the puffer as soon as possible after administering and the service maintain a record of the administration of medication including time, educator advised and if the symptoms were relieved. This will be documented by educators for effective communication to the parent on collection.
- Before medication is given to a child, the educator (with current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another educator who will also witness the administration of the medication. After the medication is given, the educator will record the following details on the medication form/OWNA: Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.
- Where a medical practitioner's approval is given, the parent/career will complete the Administration of Medication Form and write the name of the medical practitioner for the authorisation.
- Medication audits are completed every month
- Medication received given to responsible person to add to documentation.

Sunbeams will comply with guidance issued by Government agencies, including in relation to attendance, quarantine and self-isolation during times of Government declared pandemic.

ENDORSEMENT BY THE SERVICE:

The policy will be reviewed as required. The review will be conducted by management, staff, children, families and the wider community.

Last reviewed: November 2023

Date of next review: January 2025

APPROVAL DATE: _____

DATE FOR REVIEW: _____