

# Preschool Procedure

## Dealing with medical conditions



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| <b>Current</b>  | <b>Term 3 2020</b>   |
| <b>Next Review</b>  | <b>Term 3 2021</b>   |
| <b>Regulation(s)</b>  | R.90-96  |
| <b>National Quality Standard(s)</b>                               | 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.<br>2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.   |
| <b>Relevant DoE Policy and link</b>                               | <a href="https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy">https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy</a><br><br><a href="https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/anaphylaxis">https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/anaphylaxis</a> |
| <b>Relevant School Procedure</b>                                  |  |
| <b>DoE Leading and Operating Department Preschools Guidelines</b> | Children with medical conditions p28<br>Administering Medication p29   |
| <b>Key Resources</b>  | Leading and Operating Departments Preschools Guidelines  |

- Families must record any specific health care need, allergy or medical condition of their child in the preschool enrolment form
- Educators consult with the child's family to collaboratively develop a risk management / health care plan for the child (ensure the completed plan is signed as evidence of consultation)
- Educators ensure a child's one-page emergency management plan (completed by a medical practitioner) is displayed in colour prominently in the preschool and in the casual folder. It is also accessible electronically on the school wide platform Sentral.
- Staff must supply the child's family a copy of:
  - The completed health care plan
  - 'Student Health in NSW Public Schools: A summary and consolidation of policy'
  - The Dealing with Medical Conditions Procedure

- Copies of children's emergency management plan, risk management plan and the communication plan are placed in their enrolment form
- Staff must ensure when receiving a child's medication from the family. It must be:
  - prescribed by a registered medical practitioner
  - in its original container
  - not expired
  - include the child's name on the original label
- Staff are to store children's emergency medication with a copy of their emergency management plan in a labelled location, accessible to all staff and visitors
- All staff members are informed at induction and through the casual folder (including regular, relieving & RFF) of:
  - the child's health condition
  - where the child's emergency management plan is displayed in the preschool
  - the location of the child's individual emergency medication
  - location of the preschool's emergency general-use medication

### **Administering Medication Procedure**

*On arrival, the parent or carer hands the child's medication to a staff member for safe storage. Parent or guardian authorisation to administer the child's emergency medication must be documented.*

*Medication can only be given to a child if it is in its original packaging with a pharmacy label stating*

- the child's name*
- dosage instructions*
- a non-expired use-by date.*

*The parent or carer must complete the first section of the medication record, documenting dosage and administration details and authorising the medication to be administered to their child.*

*All non-emergency medication is to be stored in a locked cupboard, or locked container in the refrigerator, out of reach of children.*

*Emergency medication (EpiPen, asthma reliever medication) must be inaccessible to children, but not locked away.*

*Individual emergency medication must be stored with a copy of the child's emergency management plan.*

*When a staff member administers medication to a child, they need to record the details on the medication record, with another member of staff witnessing that the medication was*

*administered as prescribed. This is to be made available to the family for verification when they collect their child.*