

Orange Grove Public School Preschool

Medical Conditions and Administering Medication Procedures

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| Current | 30/06/20 |
| Regulation(s) | R. 90-95 |
| National Quality Standard(s) | 2.1 Health – Each child's health and physical activity is supported and promoted. |
| Relevant DoE Policy and Links | Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01- Leading and operating department preschool guidelines- pg. 145 |
| Key Resources | Individual Health Care Planning- NSW Department of Education Administering prescribed medication at school ACECQA Medication Record Leading and operating department preschool guidelines |

A medical condition is a condition that has been diagnosed by a medical practitioner. This may include, but is not exclusive to, the following conditions: anaphylaxis, asthma, epilepsy, diabetes, eczema, food or insect allergy. Parents and caregivers should indicate on their enrolment form if their child has a medical condition or notify the school office if a child should develop a medical condition after enrolment.

Rationale

While parents have primary responsibility for managing their children's health, staff need to work with parents to support their children's health care needs while they are at preschool. This may involve giving medication, performing health care procedures or developing an individual health care plan.

Some children during their attendance at preschool may require staff to administer medication. Through this procedure, staff are given guidelines and procedures on the correct administration of medication to children.

Important note

At Orange Grove Preschool only in date medication prescribed for that child and labelled with their name, dosage, doctor's name and provided in its original packaging will be administered by educators.

There are strict regulations around the administration of medication for children at preschool. Medication can only be administered that is prescribed by a registered medical practitioner.

Our educators will only administer medication which has been specifically requested by a medical practitioner for an individual child for a specific condition.

Educators cannot administer over-the-counter products, which include cough medicines, pain or fever relieving medications, etc.

Educators will not administer Panadol or other pain and fever relieving medications at Orange Grove Preschool.

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

In the event that a child with epilepsy has a seizure, the child's emergency management plan will be implemented and emergency services contacted.

The only other exception to the administration of medication will be in the case of the need for an emergency medication to be administered. In this situation, emergency medication (EpiPen or Ventolin) can be administered without parental authorisation.

Children in nappies

- In the event that a child enrolls who wears nappies, the family will be asked to provide nappies, bags and wipes.
- The child/ren in nappies will be changed in the children's bathroom on the bench next to the shower. The child/ren will be required to climb onto the bench which is no higher than an adult chair.
- To ensure the safety of the child/ren when climbing up, down or lying on the bench, an educator will maintain close proximity to the child and provide physical support as needed.
- A changing mat will be supplied by the preschool along with disposable gloves, paper towels and hand washing facilities.
- Educators will follow the *Staying Healthy in Childcare (2013)* procedure and guidelines for nappy changing. This procedure is displayed in the nappy changing area and is attached below. A lidded bin is used to dispose of the nappies (in a plastic bag), which is serviced weekly by an external contractor.
- Privacy and dignity of the child will be maintained by encouraging other children to wait for the change to be completed before entering the bathroom.
- Supervision of the other children will be maintained by the teacher within hearing of the SLSO in case assistance is required.

Anaphylaxis/Asthma

- Families of a child identified with allergies or asthma through the Preschool enrolment process shall provide information regarding the triggers and severity of their child's condition before their child commences at the preschool.
- The Preschool shall take appropriate action to minimise, where possible, exposure to known allergens or asthma triggers where children have been professionally diagnosed with anaphylaxis/asthma and this information has been presented to the preschool with certification from a medical practitioner.
- DoE requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA. The Preschool will ensure that at least one Educator with a current first-aid qualification and CPR qualification, anaphylaxis management and emergency asthma management training, as required by the *Education and Care Preschools National Regulations 2011*, will be available in an emergency, at all times that children are being cared for.
- Lauren Tinslay holds the ACECQA approved first aid, asthma and anaphylaxis qualifications (HLTAID004) and is the first aid officer for the preschool. When Lauren is absent, Karen Meers in the school front office can be available immediately to attend to the preschool.
- All children diagnosed with anaphylaxis or asthma shall have an Action Plan, outlining what to do in an emergency, developed in consultation with families, educators and the child's medical practitioner. Each plan shall be displayed in clearly accessible area (the preschool office, near the first aid cupboard in the preschool bathroom and on the window of the outside playground)

and be approved by the child's family/caregiver.

- All children shall also have an Anaphylaxis/Asthma Management Plan which includes information on the individual triggers, types of medications used and administration of medication.
- In the case of anaphylaxis, asthma, epilepsy, diabetes and other medical conditions requiring administration of medication, the Preschool will also develop and implement a risk minimisation plan, communication plan and negotiate a list of agreed responsibilities in consultation with the child's parents, to identify the possible exposure to allergens and how these will be managed and monitored within the preschool.

Educators will:

- ensure all staff and visitors know where all child health needs are displayed including the casual teacher folder
 - ensure all P-6 staff, casual staff and visitors to the preschool can identify the child, are aware of the child's Health Care Plan, Action Plan and Risk-Minimisation Plan, as well as, the location of the child's medication
 - inform families on how parents can communicate any changes for their child
 - request other families not pack a particular food or allergen in their own child's lunch.
 - undertake ACECQA approved Anaphylaxis training as required by the department of education.
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- Individual children's Anaphylaxis/Asthma Action, Health Care, Communication and Risk Minimisation Plans shall be discussed on a regular basis with all staff at admin meetings.
 - The "general use" Ventolin and Epi-pen are stored in the first aid kit on a high hook near the first aid kit at the rear door of the preschool.
 - Children's personal emergency medication and emergency response plans are stored in pouches on high hooks in the children's bathroom with the child's photo and action plan attached.
 - Anaphylaxis/Asthma Action Plans shall be reviewed annually and completed in conjunction with the child's medical practitioner.

Documentation

An **individual health care plan** is needed for any child who is diagnosed with:

- asthma
- type 1 diabetes
- epilepsy
- anaphylaxis

or is at risk of an emergency reaction or requires medication at preschool before they commence preschool.

Staff in local education services offices are available to support the development of individual health care plans especially when a child has an emergency care need such as anaphylaxis or another complex health care need.

The parents of all children enrolled at the preschool with a specific health care need, allergy or other medical condition are required to provide a medical management plan or letter for their child, completed by the child's medical practitioner before the child commences preschool. This will become part of the child's individual health care plan.

- At a minimum, the plan or letter must state the child's name, medical condition, name of treating doctor, signature of treating doctor and information relating to the management of the medical condition. If the medical condition requires administration of medication at preschool,

the plan or letter must specify the name of the medication, date, time and dosage to be administered as well as the manner in which the medication is to be delivered.

The individual health care plan will:

- specify the student's specific health care needs
- describe agreed actions to meet these needs (during the school day, on excursions and in other variations in school routine, such as sport)
- detailed procedures to be followed if an emergency arises
- include emergency phone numbers for ambulance, the parent and an emergency contact
- include the phone number of the student's medical practitioner(s)
- include attachments as relevant such as:
 - an emergency care/response plan
 - a statement of the agreed responsibilities of different people involved in support
 - a schedule for the administration of prescribed medication
 - a schedule for the administration of health care procedures
 - an authorisation to contact the medical practitioner.

The preschool teacher will meet with the parent or caregiver prior to a child with a medical condition or requiring long-term medication before they commence Preschool, or if after enrolment, as soon as the family makes the preschool aware of the medical condition. During this meeting a Health Care Plan will be developed.

Additionally, a risk minimisation plan, communication plan and list of agreed responsibilities will be developed in discussion with the parent or caregiver at the meeting and consulting the child's doctor as required. Parents or caregivers will be given a hard copy of these documents, the Orange Grove Preschool Administration of Medication Procedures and the Student Health in NSW Public Schools: A summary and consolidation of policy.

At the start of each term, the Preschool teacher will contact the family of each child with a medical condition via the Seesaw private message function to ask whether there have been any changes to the child's medical condition or health care plans. A record of these checks is maintained on the individual child's communication plan.

Implementing the Department of Education's Student Health Policy for students with medical conditions

Process for developing and implementing individual health care plans for children with specific medical needs

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| Step 1 | Identify specific medical needs at enrolment. |
| Step 2 | Before the child attends preschool, the parents of the child provide a medical management plan completed by the child's medical practitioner. Parents also assist staff developing an individual health care plan. |
| Step 3 | Contacts are confirmed e.g. parents, carers, doctor, emergency incident contacts. |
| Step 4 | Make all staff aware of specific medical needs and conduct training if required. |
| Step 5 | The individual action plan that includes the child's photo is displayed in the preschool casual folder, in the preschool office, near the first aid kit in the preschool children's bathroom and in the preschool outside area.. For allergens – avoidance measures and eliminating the allergen from the allergic child's environment |
| Step 6 | All required medication is labeled clearly and stored in a clearly labelled cupboard in the preschool office. |
| Step 7 | Review student medical needs annually and check expiry dates on medication each term. A record of the checking of expiry dates on general use Ventolin and EpiPen's as well as children's individual medication will be made on the term cleaning checklist. Upcoming expiry dates (within the next term) are recorded on the calendar on the fridge in the kitchen. Families are reminded to replace expired medications the month before they expire. These reminders are followed up using face to face conversations or via the Seesaw private message function. |

Plans are reviewed annually usually at the beginning of each year, or when the parent or caregiver notifies the school that the student's health needs have changed. Parents or caregivers are encouraged to be proactive in notifying educators about changes to the medical condition, management plan or if the child has a flare up or is hospitalised due to the medical condition.

Where a child requires medication to be administered while at preschool

- A parent or caregiver must complete an authorisation to administer medication form using the ACECQA template.
- A letter from the prescribing doctor is required containing the child's name, dosage and times, as well as the doctors name and signature.
- In the case of emergency medication, such as for asthma, anaphylaxis or epilepsy, the parent or caregiver will need to provide an action plan completed by the prescribing doctor such as ASCIA action plan for anaphylaxis, Asthma Foundation action plan or Seizure Management Plan.
- Educators will not administer medication if these documents have not been provided.
- The only exception to this administration of medication will be in the case of the need for an emergency medication to be administered for asthma or anaphylaxis, when asthma or anaphylaxis had not previously been diagnosed. When medication is required under these circumstances, educators/staff will:
 - Follow the administration of medication procedures listed in this document and contact emergency services,
 - Ensure that the required details are completed in the incident, injury, illness and trauma record. This document will be used to make a report to the Department of Education regarding incidents of a serious nature within the preschool.
 - Notify the nominated supervisor that a serious incident has occurred in the preschool.
 - Notify the parents or caregivers as soon as is practicable.

Storage and use of documentation

- The completed hard copies of the health care plan, risk minimisation plan, communication plan, list of agreed responsibilities, medication authorisation and administration of medication records are stored in the preschool office area in a clearly marked folder. Administration of medication information is also entered into the Electronic School Record System (Sentral) by the SLSO or the person who administered the medication.
- Copies of these documents will be stored in the child's file in the school office. The documents will be passed on to the Principal should the child move to Kindergarten at Orange Grove to allow them to develop a Health Care Plan for the following year. If any child with a health care plan will be attending another school, this information will be provided in their transition to school report and supplied to their future school, after consent from the family has been obtained.
- All documentation related to the administration of medication will be stored in a secure location within the school until the child reaches the age of 25 years.

Communication within the school about children with medical conditions

- All school staff including nominated supervisor, front office staff, School Learning Support Officers, staff members P-6 and relief staff (e.g. music, Italian, library) are informed about the children with specific medical conditions and about the procedures in relation to managing these medical conditions through specific TPL provided near the start of the year.
- School staff are required to sign to confirm their attendance at this meeting. Staff who are absent during the TPL are provided with this information by the Preschool Supervisor at a mutually convenient time.
- Each child's health care plan documents will be available in the preschool office in a clearly labelled folder. When relevant, each child's emergency action plans are displayed in the preschool office, outdoor space, casual teacher folder and children's bathroom (along with individual child medication, general use Ventolin and EpiPen).

- The Preschool casual folder will display a visual outline of children with medical conditions, relevant information and their action plans. Where children are required to receive medication while at preschool, copies of the signed medication authorisation forms, doctors' letter or plan and record of medication administration forms will also be kept in the casual folder.
- Casual educators will receive an induction by the preschool supervisor or available preschool educator on their first engagement with the preschool. The induction will involve informing them of any children with medical conditions, showing them where the children's action plans, medication and relevant medication documents are stored.
- Staff who administer medication to preschool children, including casual staff, must have completed the Administration of Medication in Schools e-learning module. This can be located and completed using the e-safety system through MyPL on the Department of Education staff portal.

Administering medication

The Approved Provider and Nominated Supervisor will:

- Ensure the Nominated Supervisor fulfils responsibilities in the management of the administration of medication.
- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

Educators and staff must ensure that:

- Medication is not administered to a child without written authorisation or authority from a parent of the child. Written authorisation is in the form of the preschool's Medication Report Form and includes:
 - The name of the child
 - The signature giving consent for the administration of the medication by the parent/guardian/authorised person
 - The name of the medication
 - The date, time and dosage to be administered
 - The manner in which the medication is to be delivered
- The name and signature of the person who administered the medication and the name of the person who checked the dosage. This is available to parents and a copy can be provided if requested.
- in an emergency situation, emergency medication (EpiPen or Ventolin) can be administered without parental authorisation following the procedures specified below. Emergency services, the nominated supervisor, the parent or caregiver of the child and the Department of Education must be notified in these situations.
- Medication is administered from the container in which it was originally packaged, being (in the case of a prescription medicine) a container that is labelled with the child's name, the prescribed dosage and the medicine's use by date, and the prescribing doctor.
- If it is necessary in an emergency to administer medication to a child that is being provided by the Preschool without the prior consent of the child's family, every attempt is made to secure that consent.

- Emergency medications (ie EpiPen) will be administered in line with that particular child's Medical Condition Management Action Plan, where prior authorisation has been approved by the child's doctor.
- The only other exception to the administration of medication will be in the case of the need for an emergency medication to be administered for asthma or anaphylaxis, when asthma or anaphylaxis had not previously been diagnosed.

Administration of medication for ongoing medical conditions.

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to the end of the current year). In these cases:

- A Medical Conditions Management Plan completed by the child's doctor should be provided and displayed on the Health Alerts Wall in the kitchen and in the Medical Conditions folder in the child's playroom.
- The medical management plan should define:
 - The name of the medication, dosage and frequency of administration
 - Conditions under which medication should be administered
 - What actions, if any, should be taken following the administration of the medication
- When medication is required under these circumstances, educators/staff will:
 - Follow the procedures listed above
 - Ensure that the required details are completed in the medication record
 - Notify the parents as soon as is practicable.
- Posters will be displayed within the centre showing how to administer asthma inhalers and auto injecting devices for anaphylaxis.

Steps for the administration of medication

Educators who administer medication to preschool children must have completed the Administration of Medication in Schools e-learning module. Educators can locate and complete the module using the e-safety system through MyPL on the Department of Education staff portal.

When administering medication, the following steps are followed:

- Find the child and move them to a location which will ensure their privacy is respected
- Inform another educator you will need verification, observation and counter-signing of the administration of the medication
- Collect the medication from the appropriate storage place (fridge or medication cupboard)
- Read the Medication Report Form
- Wash hands and put on gloves
- Check the medication is in the original container, is within the use-by date and is prescribed for the appropriate child
- Check the parent has given their consent by having signed the Medication Report Form
- Prepare the dosage. If in a medicine cup, pour on a flat surface, then check by lifting to eye level
- Ask a team member to check that you have the correct child, the medication, authorisation and dosage

- Administer the medication to the child
- Remove gloves
- Ask the team member to counter-sign the Medication Report Form
- Ask the team member to return the child to their group
- Sign the Medication Report Form
- Return the medication to the appropriate storage place
- Ensure the parent is given a copy of the Medication Report Form when they pick up the child

Self-administration of medication

Children of Preschool age are not permitted to self-administer medication.

Hygiene during the administration of medication

Educators involved in the administration of medication will maintain high standards of hygiene by following the requirements outlined below:

- Wash hands before handling medication
- Ensure that any open wound is securely covered with a waterproof bandage
- Avoid touching your hair, nose or mouth during any administration of medication
- Wash all utensils between uses with hot water and detergent
- Ensure that all medications are stored correctly

Availability of procedures

This Administration of Medication Procedure will be readily accessible to all staff, families and visitors via hard copy in the Preschool office and digitally on the school website. Ongoing feedback on this procedure will be invited.

Review of procedures

The Preschool team will reflect on and review the effectiveness of the Administration of Medication Procedure at least annually. Updated information will be incorporated as needed.