



## O'Connor Cooperative School

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### Procedure: **Managing Medical Conditions in Children**

Related policies and procedures: **First Aid; Health and Safety Policy ACTED; Nutrition and Food Safety Procedure**

O'Connor Cooperative School has strict protocols and procedures in place to ensure appropriate management of ongoing medical conditions and illnesses.

Information is collected during the preschool enrolment process regarding any known medical conditions. This includes the completion of a *General Medical Information and Consent Form* and a *Management and Emergency Treatment Plan* for identified conditions. Such a plan will detail the child's specific health support needs including administration of medication and other actions required to manage the child's condition.

#### **Informing nominated supervisor, staff members and volunteers of medical conditions**

In consultation with parents and carers, information regarding medical conditions must be located in a prominent area so that all staff and volunteers have access to the information, particularly in emergency situations. It is the responsibility of all educators to ensure relief staff or volunteers are made aware of the location of this information.

#### **Information required from parents**

Parents and educators need to work together to manage the medical conditions and administration of medication for children during their time at preschool. Any relevant information that can help in the management of such conditions and illnesses should be communicated to educators as soon as practicable. In particular, parents/carers are responsible for:

- completing the *General Medical Information and Consent Form* during preschool enrolment, including indicating any known medical conditions
- where applicable, completing the *Management and Emergency Treatment Plan* in consultation with the child's medical practitioner. This plan must be signed by the child's medical practitioner.
- providing input to the *Risk Minimisation Plan*
- advising educators of any changes to the child's medical condition or treatment including changes to known allergens, medication, side effects etc.
- advising educators of the child's general wellbeing or if there are any circumstances that may impact on their medical condition

#### **Communicating this procedure with parents and carers**

Parents of all children enrolled at the preschool may request copies of policies and procedures at any time.

#### **Development of Risk Minimisation Plans**

Risk Minimisation and communication Plans will be completed in consultation with parents/carers for all children at preschool with additional health needs. The Risk Minimisation Plans are completed in addition to the Management and Emergency Treatment Plan. These plans will assess the risks relating to:

- the child's specific health care needs, allergy or medical condition
- any requirements for safe handling, preparation and consumption of food
- notification procedures that inform other families about allergens that pose a risk

- procedures for ensuring educators/staff/volunteers can identify the child, their medication and their *Management and Emergency Treatment Plan*
- Considerations for modifications to the program

### **Development of Risk Communication Plans**

Communication plans are to be developed for each child with a medical condition. The Communication Plan must ensure that relevant staff members and volunteers are informed about the medical conditions policy, the medical management plan and risk communication plan for the child. Communication plans must be kept up to date and must ensure that a child's parent can communicate any changes to the medical management plan, and risk minimisation plan for the child, setting out how that communication can occur.

### **Self-administration of medication**

Children are NOT permitted to self-administer medication while at preschool.

### **Storage of medications**

- Medication must be given directly to educators and not left in the child's bag.
- All prescribed medications must have the original pharmacist's label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.
- All medication must be stored safely out of sight of children, but readily accessible to educators, and in accordance with the medication requirements.

As educators are not qualified medical practitioners they will never attempt to diagnose a child's illness or decide on the dose of medication to be given. Consequently, educators will not:

- Administer medications, including non-prescribed/over the counter (OTC) medications to children without written parent/carer authority
- Perform any treatments without first receiving appropriate professional training
- Enrol a child without the completion of a *General Medical Information and Consent Form* being completed
- Enrol a child with special health needs without a *General Medical Information and Consent Form*, *Management and Emergency Treatment Plan*, *Communication Plan* and *Risk Minimisation Plan* being completed

## Management of medical conditions including asthma, diabetes or anaphylaxis

The ACT Education and Training Directorate Health and Safety Policy – First Aid governs the management of medical conditions in ACT preschools.



