

# Oakbank Kindergarten

## Medical Conditions Policy

Oakbank Kindergarten is committed to supporting the health and wellbeing of all children. This policy has been devised to ensure the appropriate management of medical conditions including asthma, diabetes or a diagnosis that identifies that a child is at risk of anaphylaxis. The Nominated Supervisor, all educators and volunteers will be informed of any practices in relation to managing medical conditions on induction. At all times there is an educator with current First Aid training on site.

### IMPLEMENTATION

- Upon enrolment families are required to inform educators of any medical conditions their child might have. If ongoing treatment is required they must forward an Action Plan completed in conjunction with the child's primary health provider.
- Health care plans can be downloaded from [www.education.sa.gov.au](http://www.education.sa.gov.au) – Supporting students – Health, e-safety and wellbeing – Health Support Planning – Health Care Plans. Please see a staff member if you require help to find the appropriate plan.
- The plan will be displayed on the office and kitchen noticeboards. Medication e.g. ventolin, epi-pen etc , is stored on the kitchen shelf. If there are specific First Aid procedures for the condition these must be outlined in the plan.
- All medications must be in date and prescribed by a doctor.
- A child's Action Plan must be followed in the event of an incident relating to the child's health care need or allergy.
- Action plans need to be updated and re-submitted if the child's health needs change
- A risk minimisation plan will be developed in conjunction with the parents/carers to ensure that risks relating to the child's specific health care needs or allergy are considered e.g. cooking experiences for children.
- Procedures will be in place to ensure that known allergens will not pose a risk to a child e.g. not using egg cartons for collage if a child on site has an egg allergy related to touch.
- All administration of required medications will be recorded in the medication log - see medication procedure.
- Oakbank Kindergarten does not permit the self administration of medication by children.

### ASTHMA

Students with asthma (even if only 'mild' or 'occasional') need an asthma care plan completed and signed by the treating doctor and given to a staff member. Staff are trained to administer reliever medication in the event of an asthma attack.

The pre-school has reliever medication for use in emergency situations only. Children with asthma must have their own puffer and spacer in a container stored on the ledge in the kitchen; it must have the pharmacist label, including the child's name secured on the puffer and must have a current best before date.

Original Health Support Policy endorsed Jan 2013

Reviewed May 17

Policy reviewed and renamed – Medical Conditions Policy September 19<sup>th</sup> 2018

Next Review: September 2020

## **MEDICATION MANAGEMENT**

We encourage children to take medication outside kindergarten hours e.g. 3 times per day can be taken in the morning before school, afternoon straight after pre-school and bedtime. If medication needs to be taken at kindergarten:

- Medication must be provided in the original pharmacist container with directions on the label
- The child's name must be on the original label
- Medication must be stored in the kitchen on the ledge or in the fridge
- Children must have a medication plan filled out by a doctor and the parent/guardian if it is required on a long term basis
- A medication log will be filled out by the staff member giving the medication, and will be signed by the parent/guardian at pick up time.

## **STEPS IN HEALTH SUPPORT PLANNING**

### Staff responsibilities

- Check that any family with a child who has a medical condition is given information about providing a Health Care Plan on enrolment
- Check the HCP forms have the doctor's and parent's signature
- Follow the HCP plan as necessary
- Ensure that you understand the procedures required if different from usual First Aid and that appropriate training is done
- Complete the Medication log each time medication is given and ensure the parent/guardian is shown the log and co-signs it on departure.
- All medication is placed in a marked box in a determined place in the kitchen
- Read information on medical conditions that you are not familiar with
- Display photos of children with health needs which will be placed on the office noticeboard
- Ensure relief staff are aware of children's medical conditions

### Parents/Guardians

- Complete the enrolment form with accurate health/medical information.
- Ensure that kindergarten has up-to-date information with parent/guardian emergency contact details and at least two other people for back-up emergency contact
- Ensure a Health Care Plan form is completed and signed by the treating medical practitioner, sign them as parent/guardian, and return them to kindergarten staff
- Work with staff to develop a risk minimisation plan
- Ensure all medication is given to kindergarten staff member as needed and that a medication plan is completed and signed by the doctor and signed by parent and guardian
- Inform staff immediately of any changes to the medical condition

### **References:**

Education and Care Services National Regulations Part 4.2 Division 3 – Medical Conditions Policy

[www.education.sa.gov.au](http://www.education.sa.gov.au) – Supporting students – Health, e-safety and wellbeing – Health Support Planning – Health Care Plans

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