

[H3.13]

Medical Conditions & Administration of Medication Policy

Applies to: OOSH Administrator/Nominated Supervisor, Responsible Persons, all staff

Specific responsibility: OOSH Administrator/ Nominated Supervisor, Responsible Persons

Version: 1

Date approved: September 2020

Next review date: May 2021

Policy context: This policy relates to details how Kariong Out of School Hours Care ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and other medical conditions. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor and what procedure to follow when administering medication.

Education and Care Services National Law & Regulations

- Children (Education and Care Services) National Law (NSW) No 104a
 - Section 167 Offence relating to protection of children from harm and hazards
- Education and Care Services National Regulations [NSW]
 - Regulation 90 Medical conditions policy
 - Regulation 91 Medical conditions policy to be provided to parents
 - Regulation 92 Medication record
 - Regulation 93 Administration of medication
 - Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency
 - Regulation 95 Procedure for administration of medication
 - Regulation 96 Self-administration of medication
 - Regulation 173 Prescribed information to be displayed
 - Regulation 177 Prescribed enrolment and other information to be kept by approved provider
 - Regulation 181 Confidentiality of records kept by approved provider
 - Regulation 183 Storage of records and other records
 - Regulation 184 Storage of records after service approval transferred

National Quality Standards and

- Quality Area 2: Children's health and safety

Elements	<ul style="list-style-type: none"> ○ 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented ○ 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard ○ 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
Links to other Service Policies	<ul style="list-style-type: none"> ● Enrolment and Orientation Policy ● Providing a Child Safe Environment Policy ● Management of Incident, Injury, Illness and Trauma policy ● Administration of First Aid policy ● Supervision Policy ● Confidentiality Policy
Other Documentation/ Evidence	<ul style="list-style-type: none"> ● Individual Medical Management Plans ● Risk Minimisation Plan and Communication Plan ● Asthma Action Plan ● Action Plan for Anaphylaxis ● Action Plan for Allergic Reactions ● Action Plan for Eczema ● My Time, Our Place ● Child Enrolment Forms ● Medication Authorisation Records

Policy Statement

Kariong Out of School Hours Care will work closely with children, families and where relevant schools 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 in order to promote their sense of well-being, connection 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.

a) Dealing with medical conditions

- Families will be asked to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded on the child’s enrolment form. If a medical condition becomes known after the enrolment of the child, it is imperative that the service is advised so details can be recorded and correct management plans implemented.
- 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 OOSH Administrator/Nominated Supervisor 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 time line 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.
- 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 administrative support 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.
- 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. This will be in the form of an action plan.
- Where possible the service will endeavour to not have that allergen accessible in the service.
- All medical conditions including food allergies will be placed on a clipboard in the OOSH office as well as in the blue Medical Management Plans folder located on shelf in OOSH Office. It is deemed the responsibility of every educator at the service to regularly read and refer to the list.
- All relief educators 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 particular food allergen in the service when the child is in attendance and families will be advised not to supply that allergen for their children.
- Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods) the child with a food allergy will be seated separately during meal times and all children will wash their hands before and after eating.
- Where medication for treatment of long term conditions such as asthma, diabetes, 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.
- In the event of a child having permission to self-medicate this must be detailed in an individual medical management plan including recommended procedures for recording that the medication has been administered. The doctor must provide this plan. In one off circumstance the service will not make an exception to this rule and will require the families to complete the documentation for the educators to administer the medication.

b) Administration of Medication

- Prescription medication will only be administered to a child if the administration is authorised by the parent, the medication has been prescribed by a registered medical practitioner, from its **ORIGINAL** container, bearing the **ORIGINAL** label and instructions with the name of the child to whom the medication is to be administered and before the expiry or use by date.
- Educators will only administer medication during service operating hours.
- Permission for a child to self-medicate will be administered with the families written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.
- Non-prescription medication will not be administered at the service unless authorised by a doctor. Any non-prescription medication such as an antihistamine must be accompanied by a letter from the doctor outlining who the medication is for, what the medication is being administered for, and the dosage instructions. The medication must be from its **ORIGINAL** container, bearing the **ORIGINAL** label and instructions with the name of the child to whom the medication is to be administered and before the expiry or use by date. A pharmacy label is also required to be attached to the packaging of the non-prescription medication.
- In the event that 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. This written notice will be in the form of the short-term administration of medication record. The only medication that will be administered with verbal consent is Panadol or Paracetamol
- 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 or have their child self-administer the medication at the service, families must complete a medication form providing the following information;
 - ✓ Name of child
 - ✓ The authorisation to administer medication, including, if applicable, self-administration, that is signed by the parent or person named on the enrolment form as authorised to consent to administration of medication
 - ✓ Name of medication to be administered
 - ✓ Details of the date, time, or the circumstances under which the medication should next be administered
 - ✓ The dosage of medication to be administered
 - ✓ The manner in which the medication is to be administered

If the medication is administered to the child the medication record will also include:

- ✓ The dosage that was administered
- ✓ The manner in which it was administered
- ✓ The time and date the medication was administered
- ✓ The name and signature of the person who administered the medication
- ✓ The name and signature of the person who witnessed the administration of 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, clearly labelled and ensure that medication is kept out of reach of children at all times.
- 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.

- 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 should be encouraged to report to an educator their use of the puffer as soon as possible after administering and the service maintain a record of this medication administration including time, educator advised and if the symptoms were relieved.
- Before medication is given to a child, the Responsible Person (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.
- Where a medical practitioner's approval is given, educators will complete the medication form and write the name of the medical practitioner for the authorisation.

Responsibilities of Parents

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.

- Families will be asked to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded on the child's enrolment form. If a medical condition becomes known after the enrolment of the child, it is imperative that the service is advised so details can be recorded and correct management plans implemented.
- 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.
- Provide the service with up to date action plans completed by a registered medical practitioner.
- To advise the service of any changes to their child's medical condition or the development or diagnosis of a new medical condition.

Record of Review

Version Effective Date	Review Date	Lead by	People consulted	Review Approved
Version 1 May 2020	May 2021	OOSH Administrator /Nominated Supervisor: Jacqui Pearson Work Health & Safety Officer: Sandy Taylor	Management Staff	Gail Ransley: Chair of Governance Sub Committee 7 th September 2020
Version 2				