

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Medical Conditions and Adminstrating Medication

Policy: The wellbeing of each child is the highest priority in the Early Learning Centre. ANH@E Early Learning Centre will support the enrolment of children and families with specific medical conditions requirements.

This policy should be read in conjunction with:

- Anaphylaxis Policy
- Asthma Management Policy
- Diabetes

Relevant Legislation and Standards:

- Relevant legislation and standards include but are not limited to:
- Education and Care Services National Law Act 2010: Section 173
- Education and Care Services National Regulations: Regulations 90, 91, 96
- Health Act 1958
- Health Records Act 2001
- National Quality Standard, Quality Area 2
- Occupational Health and Safety Act 2004

Code of Practice:

ANH@E Early Learning Centre will

- ensure all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within.
- develop and implement a communication plan and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need or other relevant medical condition.
- ensure families and educators/staff understand and acknowledge each other's responsibilities under these guidelines.
- ensure families provide information on their child's health, medications, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the Centre.
- ensure that a medical risk minimisation plan is completed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually.
- ensure that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this policy and other relevant service policies.
- ensure that the emergency contact numbers are displayed near all telephones.
- ensure a copy of the child's medical management plan is visible and known to staff in the Centre prior to displaying the medical management plan and explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent.

- provide information to the community about resources and support for managing specific medical conditions whilst respecting the privacy of families enrolled at the Centre.
- maintain ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the Centre.

Procedure:

Early Learning staff will

- follow any relevant information provided by parents/guardians regarding their child's medical condition.
- be aware of individual requirements of children with specific medical conditions.
- administer medications as required, in accordance with the Adminstrating Medication Procedure outlined below.
- monitor signs and symptoms of specific medical conditions and communicate any concerns to the Director of Childcare (Nominated Supervisor).
- adequately supervise all children, including those with specific medical conditions.
- ensure opportunities for the child with a specific medical condition to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan.

Parents/guardians are responsible for

- informing the Centre of their child's medical condition/s, if any, and informing the Centre of any specific requirements that their child may have in relation to their medical condition.
- developing a risk minimisation plan for the medical condition with the Director of Childcare (Nominated Supervisor).
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs.
- notifying the staff of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes.
- informing the staff of any issues that impact on the implementation of this policy by the Centre.

Administering Medication

Code of Practice:

Early Learning Centre staff will administer medication to a child when

- written parental permission has been given with specific details provided on the medication sheet. Information to administer medication must be explicit e.g “1:00pm”, “before outside play”, “after food”. Information such as “as required”, “when necessary”, “if coughing persists” is not acceptable.
- medication must be brought in the original container and be within the use-by-date and bear the original label and child’s full name.
- a medical condition is ongoing e.g. eczema and a medical management plan signed by the treating medical practitioner is provided to the Centre.

Procedure:

- On arrival, parent/guardian is required to hand medication directly to staff and fill in the medication form. Medication must not be left in the child bag.
- Staff will not administer beyond the dose or age range on the medication container, except on written medical advice.
- On departure, parents are required to collect medication belonging to their child and sign confirmation of administered medication. Staff will not place any medication in the children’s bags.

This policy was created in June 2017 and will be reviewed again in June 2019.

This policy will be reviewed bi annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.