

## POLICY & PROCEDURAL STATEMENTS

**Topic:** Early Learning – Medical Conditions and Administering Medication

**Policy:** The wellbeing of each child is the highest priority in the Early Learning Centre. Avenue Neighbourhood House @ Eley Inc. (ANH@E) Early Learning Centre will support the enrolment of children and families with specific health care needs, allergies, or medical conditions. The Centre and all educators will effectively respond to and manage medical conditions including asthma, diabetes, and anaphylaxis to ensure the safety and wellbeing of children, staff, and visitors.

This policy **must** be read in conjunction with ANH@E's:

- Anaphylaxis Policy.
- Asthma Management Policy.
- Diabetes Policy.
- Administration of First Aid.
- Nutrition, Food and Beverages, Dietary Requirements.

### Relevant Legislation and Standards:

Relevant legislation and standards include, but are not limited to:

- *Children's Services Regulations 2020* (Vic) Regulations 59 and 60.
- *Education and Care Services National Law Act 2010* (Cth) Section 172.
- *Education and Care Services National Regulations 2011* (Cth) Regulations 90-96.

### Code of Practice:

The ANH@E Early Learning Centre will:

- Ensure all staff and volunteers are provided with a copy of this policy and the Anaphylaxis, Asthma Management and Diabetes policies and have a clear understanding of the procedures and practises outlined within.
- Ensure all parents/guardians who are enrolling a child are provided with a copy of this policy and the Anaphylaxis, Asthma Management and Diabetes policies. This applies to all parents/guardians regardless of whether their child has a specific health care need at the time of enrolment (as health care needs can arise after enrolment).
- Ensure an educator attends all times with a current accredited first aid and CPR training for specific medical conditions.
- Ensure educators are responsible for raising any concerns to the Director of Early Learning and/or Nominated Supervisor about any medical condition/suspected medical condition or known allergens that pose a risk to the child. The Director of Early Learning/Nominated Supervisor is responsible for communicating any concerns raised with a child's parents.
- Ensure a child's medical management plan for a specific health care need, allergy, or relevant medical condition is:
  - Provided by the child's parents and/or guardians upon enrolment, or at the time a known health care need, allergy, or medical condition has been diagnosed by a registered medical practitioner.
  - Held on the child's enrolment record.

- Visible and known to staff in the Centre. Prior to displaying the medical management plan, parents/guardians will be informed of the need to display the Plan for the purpose of the child's safety and obtain their consent.
- Ensure the Director of Early Learning and/or Nominated Supervisor informs all the service early learning staff and volunteers of practices in relation to management the medical conditions of children enrolled at the service.
- Ensure families and educators/staff understand and acknowledge the medical management plan responsibilities and the procedures to be followed in the event of an incident relating to the child's specific health care need, allergy, or relevant medical condition.
- Ensure that ANH@E has a template resource for this purpose titled 'Risk Minimisation and Communication Plan'.
- Develop and implement a communication plan and encourage ongoing communication between parents/guardians and staff regarding the status of the child's specific health care need or other relevant medical condition.
- Ensure families provide information on their child's health, medications, their registered 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 the emergency contact numbers are displayed near all telephones.
- Ensure all parents are regularly asked if their child has developed any diagnosed health care need, allergy, or relevant medical condition.
- Identify specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the House Manager, that educators/staff receive appropriate training.
- 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:**

- Communicate with other Early Learning staff and follow any relevant information provided by parents/guardians regarding their child's medical condition.
- Follow up with parents/guardians to ensure all information held by the Centre is current.
- Be aware of individual requirements of children with specific medical conditions.
- Administer medications as required, in accordance with the Administering Medication Procedure outlined below.
- Ensure that children do not swap or share food, food utensils, or food containers.
- Monitor signs and symptoms of specific medical conditions and communicate any concerns to the Director of Early Learning/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.
- Inform the Director of Early Learning/Nominated Supervisor of any issues that impact on the implementation of this policy.

**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 and communication plan for the medical condition with the Director of Early Learning/Nominated Supervisor.
- Providing a medical management plan signed by a registered 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.

### **Medical Conditions Communication Plan**

The Early Learning Director and/or Nominated Supervisor will implement a medical conditions communication plan to ensure that relevant educators and staff:

- Understand the Medical Conditions and Administering Medication policy.
- Can easily identify a child with health care needs or medical conditions.
- Understand the child's health care needs and medical conditions and their medical management and risk minimisation plans.
- Know where each child's medication is stored.
- Are updated about the child's needs and conditions.

The Early Learning Director and/or Nominated Supervisor will also ensure the medical conditions communication plan sets out how parents may advise changes to their child's medical management and risk minimisation plans. The Early Learning Director and/or Nominated Supervisor will regularly remind families to update their child health and medical information as outlined in the Plan. The Plan will be signed by parents, the Director of Early Learning and/or Nominated Supervisor and relevant educators.

ANH@E has a template resource for this purpose titled 'Medical Conditions Communication Plan.' The Director of Early Learning/Nominated Supervisor will ensure:

- Any new information is attached to the child's enrolment form and medical plans where relevant and shared with relevant educators, staff, and volunteers.
- Displays about a child's health care needs or medical conditions are updated.

## **Administering Medication**

**Policy:** ANH@E Early Learning Centre will administer medication based on the information provided and written authority signed by the child's parent or guardian listed on the child's enrolment form. In the case of an emergency should a parent/guardian or emergency contact named in the enrolment form not be reasonably contacted, 000 ('triple zero') will be called and either written or verbal instructions followed.

ANH@E Early Learning Centre does not provide education and care services to a child over preschool age whereby self-administration of medication may be allowed. All medication will be administered by Early Learning staff at ANH@E. No child will be allowed to self-administer medication.

A child will not be permitted to attend the Centre without their medication prescribed by the child's registered medical practitioner for the child's specific health care need, allergy, or medical condition.

## **Code of Practice:**

ANH@E Early Learning Centre will comply with the following:

- Ensure written permission by the parent/guardian has been provided with specific details provided on the medication record. 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.
- If a medical condition is ongoing (e.g., eczema), a medical management plan along with medication must be administered for an ongoing medical condition and must be signed by the treating medical practitioner and provided to the Centre.
- Ensure that a medication record is kept for each child to whom medication is to be administered whilst being education and cared for at the Centre.

The medication record will include the:

- Name of the child.
- Authorisation to administer the medication signed by a parent/guardian named in the child's enrolment form to consent to the administration of medication.
- Name of the medication to be administered.
- Time and date the medication was last administered.
- The time and date, or circumstances under which the medication should next be administered.
- Dosage of the medication to be administered.
- Manner in which the medication is to be administered.

## **Record Keeping Procedure:**

1. When medication has been prescribed by a medical practitioner the Centre will follow the medical practitioner's instructions.
2. The medication must:
  - a. Be in its original container.
  - b. Have a clear, readable and original label.
  - c. Have the child's name clearly on the label.
  - d. Have any instructions attached.

- e. Have *written* instructions provided by the child's registered medical practitioner.
3. An Early Learning staff member will complete the medication record with the parent/guardian nominated on the enrolment form to ensure all details are completed and correct before leaving the child. A separate medication record must be completed for each medication.
4. A staff member will take the medication from the parent/guardian and store either in the fridge or in the medication box (inaccessible to children). No medications are to be left in child's bag or within reach of children.
5. Medication will *only* be administered to the child if the medication record has been signed by the parent or guardian listed on the child's enrolment form.
6. Staff will not administer beyond the dose or age range on the medication container, except on written medical advice.
7. On departure, the parent/guardian is required to collect medication belonging to their child and sign confirmation of administered medication. Staff will not place any medication in the childrens' bags.

### **Administering of Medication Procedure:**

The Early Learning staff member administering the medication to the child will:

1. Collect the medication record, the medication, and dropper/measuring glass.
2. Collect the child and make feel comfortable.
3. Ask another staff member to be the witness.
4. Work your way through the medication record recording relevant details, check the parent or guardian listed on the child's enrolment form has signed the medication record.
5. Check the name of the medication against the medication record.
6. Check the expiry or used by date - document this.
7. Check the identity of the child is consistent with the name on the medication container.
8. Check dosage is consistent with what is on the container - (If a parent has indicated a different dosage in the medication record than what has been labelled on the medication, the Director of Early Learning/Nominated Supervisor must contact the parent to clarify what is the correct dosage BEFORE administering medication to the child - if not follow amount stated on the container).
9. Wash their hands.
10. Pour medication liquid away from the label.
11. Second staff member checks all details on the record sheet are correct before first staff member administers medication.
12. Both staff to complete the medication record with name and signatures.
13. Engage the child back into play.
14. Return medication to storage area.
15. Wash out the medication utensil immediately.

**This policy was reviewed in October 2021 and will be reviewed again in October 2023.**