

## Dealing with Medical Conditions in Children

### National Quality Standard 2 & 7 | Governance & Leadership of Children's health and safety

*Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and wellbeing & systems are in place to manage risk and enable effective management and operation of a quality service.*

#### Rationale

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for dealing with medical conditions in children (regulation 168), taking into account the matters set out under regulation 90, and must take reasonable steps to ensure those policies and procedures are followed. At Trinity Gardens Children's Centre, we are committed to the care of children's health and wellbeing along with their education and care. This procedure provides for the safe and effective management of medical conditions and medication at this site.

#### Scope

Medication includes all prescription, non-prescription, over-the-counter and alternative therapies (vitamins, minerals). It does not include sunscreen, nappy rash cream, lip balm, unmedicated lubricating eye drops and non-medicated moisturiser.

This procedure applies to all leaders, educators and support staff working at the centre.

This policy should be read in conjunction with related policies including:

- Acceptance and Refusal Authorisations
- Supervision and Excursions
- Child Safe Environment
- Risk Assessment and Management Plans

#### Care Plans

At enrolment and prior to a child attending, parents will be asked to disclose any medical condition their child has and informed that the centre must receive details by a treating medical professional of individual care recommendations for any child with an identified medical condition that may need intervention from staff. The treating medical professional will be asked to provide information through care plans, management plans, action plans, first aid plans and medication agreements. These plans are provided to parents in their information packs to give to the health professional. The plans inform staff how best they can assist children and young people with various health conditions such as:

- seizures
- anaphylaxis
- asthma
- diabetes
- continence.

The plans provide details of emergency and routine health and personal care support for the child or young person.

Not every child or young person with a health condition requires a care plan. Where a child or student has a health condition that does not require any intervention, they do not require a care plan.

Where a review date has expired the care plan remains valid until an updated form is received. A review date is NOT an expiry or end date.

**The following care plans are in use at this centre:**

- Health Support Agreement – for parents and educators to document a child’s individual needs for treatment or management, to minimise risks and agree communication methods
- Non-specific health care plan – used for general health care and wellbeing requirements
- Specific health care plans - used for specific conditions such as anaphylaxis, asthma, etc
- Safety and Risk Management Plan – used to document risks and proactive and reactive strategies
- Individual first aid plan – used where there is a requirement for individual first aid assistance that is not the standard first aid response
- Medication agreement – used to authorise the administration of medication
- Multiple medication agreement – used where there is more than one medication required to be administered

The Medical Emergency Chart (Attachment 1) steps out the procedure to follow in an Emergency Medical situation.

The Administration of Medication Guidelines (Attachment 2) steps out the procedure for administering medication.

The Medical Conditions Flow Chart (Attachment 2) outlines the procedure for using care plans from enrolment to the point of the child commencing at the service.

The Common Medical Conditions list (Attachment 3) outlines which care plans are required for certain medical condition.

## **Medication Agreement**

All requests to administer medication at the Centre must be documented in a Medication Agreement which is signed by a registered medical practitioner. Medication will not be administered without the agreement being in place.

### **Storage of medication:**

Medication will be stored in the first aid cupboard in the preschool kitchen. If required and advised, medication that requires refrigeration will be stored in the refrigerator in the preschool kitchen in a specific, labelled tray stating medication only.

### **Medication advice:**

When educators require any advice about parent request to administer medication, advice will be sought from the **Medication Information Service** at the Women’s and Children’s Hospital on 8161 7222.

## Health Support Agreement

To ensure that educators are aware of any health conditions that require medication including first aid and emergency responses, a Health Support Agreement is completed by the parent and signed by the educators. The agreement provides information about the health condition, any associated care/management/action plan, first aid plan, any additional supervision requirements, communication between the centre and parents. Completion of this agreement may trigger the requirement for a safety and risk management plan, medication agreement and first aid plans.

### Leaders (director, responsible person) will:

Oversee implementation of this policy in the rooms and evaluate its effectiveness.

- Ask families when offering a placement at the centre whether their child has any medical conditions.
- Email families paperwork relevant to the child's condition when sending confirmation of offer. Also ask for a current picture of the child to display with the child's medical information.
- Ensure medical visuals (tags) for conditions and allergies are created by admin before the child starts visits.
- Liaise with staff to ensure they have sighted the allergy paperwork and displayed tags prior to the child starting visits.
- Audit all medication and associated forms every six months
- Ensure policies are up to date and implemented throughout the Centre
- Consult with the Access Assistant Program/ RN Delegation of Care program where child has complex and invasive health needs to be overseen at the site.
- Ensure all children at the site who require individual planning or support for a health, medical or dietary needs have the correct paperwork completed and present at the site
- Ensure all families of children with medical conditions receive a copy of this policy.

### Families will:

- Ensure they provide documents to support their child's medical condition.
- Ensure they provide documents to support Complete Medication agreement for all medications.
- Be aware that their child will not be able to begin visits until paperwork is completed.
- Supply **medication that is labelled with a prescription label** which lists the child's name, date dispensed, name of medication, strength of medication, dose required, when the dose should be given, other administration instructions and expiry date.
- Inform their child's primary carer and administration staff if their condition changes in any way so changes can be documented including the cessation of medication.
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### Educators will:

- Read and sign all Medical plans and discuss medical conditions with person in charge of medication/allergies in the room.
- Store all medication in medication cupboard or fridge as advised, located in kitchen out of reach of children.
- Ensure allergy tag has an up-to-date photo of the child
- Ensure they do administer medication where it is the first dose for the child, unless there is a medical emergency such as an asthma or anaphylactic attack.
- Implement medical plans as per medication forms.
- Check medication once per month to ensure it is still in date.
- Inform families when a child's medication is due to expire/out of date.
- Ensure the child's medical requirements are displayed on the allergy chart.
- Complete medication log every time medication is administered. Educators must ensure families are contacted and that they sight the medication log when they arrive at the service.
- Sign the closure of the medication log once the health condition ceases or the action log is full.

### Administration of medication:

- Only medication that specifies a prescribed dosage and time will be administered. Educators cannot make a clinical decision on an 'as required' basis. Exceptions to this include where there is a medication agreement and an asthma plan, anaphylaxis plan or a seizure plan.
- Medication is to be supplied in the original bottle and be prescribed to the child and have a pharmacy label that indicates the dosage, time to be administered and any other information such as to take with food.
- Two educators will check the label on the medication and the medication agreement before administering medication, they will both be present while the child takes the medication.
- The administration of the medication will be recorded in the medication log.
- Educators will practice effective hand hygiene and use personal protective equipment.
- Educators are not permitted to administer paracetamol as a first aid measure it can mask serious symptoms of illness.
- In the event that a child refuses to take prescribed medications, educators will advise the parent/caregiver immediately. Educators will not attempt to coerce the child to take the medication and parents/caregiver may need to attend the centre to administer the medication.
- Educators can apply unprescribed products such as sunscreen, nappy rash cream, lip balm or unmedicated moisturiser where parents request the application and provide the product. Such requests and its application will be recorded in the medication log on each occasion.

### Emergency administration of medication:

Educators are able administer the following general medications for emergency use where there is an asthma or anaphylaxis care plan:

- Adrenalin autoinjector (Epipen) for emergency anaphylaxis treatment
- Reliever puffer (Ventolin) for emergency treatment of asthma

The Department for Education provides the centre with a supply of these medications for emergency use.

<https://www.education.sa.gov.au/sites/default/files/medication-management-in-education-and-care-procedure.pdf>

### Supporting information

#### References/Resources

Guide to Planning Health Support in Education and Care, Department for Education  
Medication management in education and Care procedure, Department for Education  
Health and complex needs support and management, Department for Education Medication Information Service, SA Health

Disability and Complex Needs Team – 8226 0515, [education.health@sa.gov.au](mailto:education.health@sa.gov.au)

Department for Education website - Health and complex needs support and management

Education and Care Services National Regulation 168(2)(d)

## Approvals

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## Medical Emergency Chart

In the event of a Medical Emergency

**1 staff member** (SSO) will:

Call the

- Ambulance **000**
- Parents
- Front Office
- Director

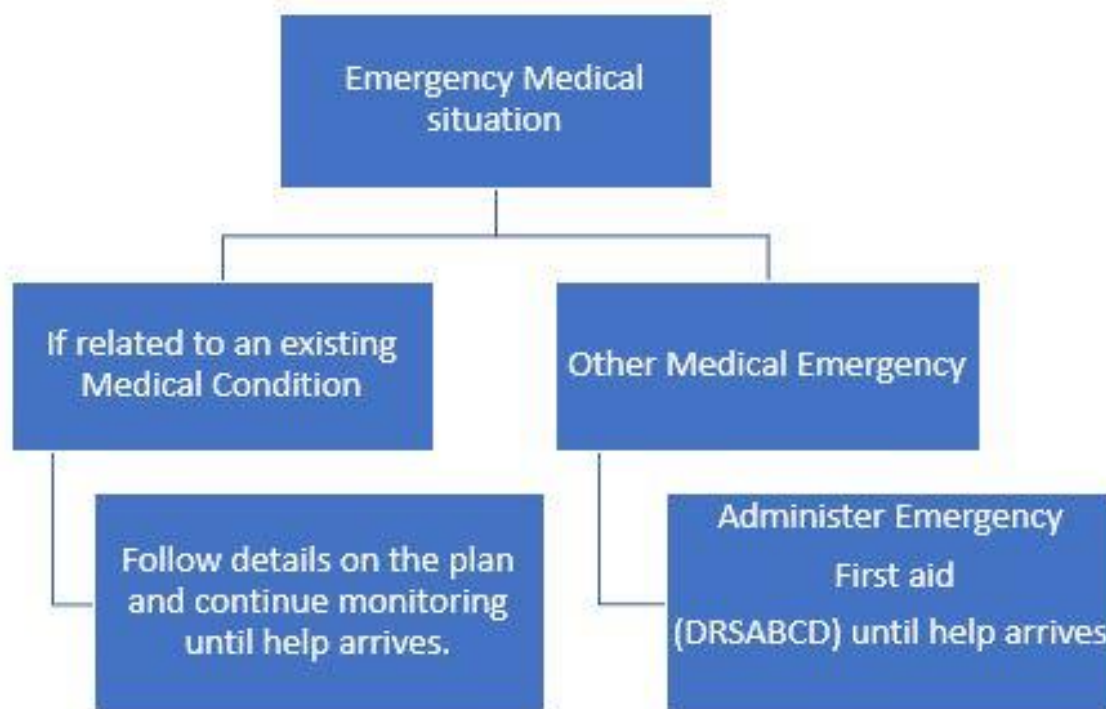
When calling **000** give the following details:

Trinity Gardens Preschool  
160 Portrush Road, Trinity Gardens

**Direct** the driver that someone will meet them on Amherst Ave (this person maybe a School staff member)

**2 staff members** (Responsible person plus 1 SSO) will:

- Administer first aid
- Check if the child has an existing Medical Condition



**Other staff** members to move other children away from emergency situation and supervise

**Director/Responsible person** to upload details to IRMS within 24 hours



## Administration of Medication Guidelines

### When administering medication

Only medication that specifies a prescribed dosage and a time to be administered will be given at Preschool. Medication is to be supplied, labelled in the original bottle for the child with the required dosage and any other information such as to take with food.

Educators cannot make a clinical decision on an 'as required' basis. **Exceptions** to this include where there is a medication agreement and an asthma plan, anaphylaxis plan or a seizure plan.

#### **Please note:**

- Educators are not permitted to administer paracetamol as a first aid measure as it can mask serious symptoms of illness.
- Educators can apply unprescribed products such as sunscreen, nappy rash cream, lip balm or unmedicated moisturiser where parents request the application and provide the product. Such requests and its application will be recorded in the medication log on each occasion.

Educators will: H:\CHILDREN'S CENTRE\Policies 2022\policy\Administration of Medication guide.docx

#### **Ensure**

**Two educators** (Teacher and SSO 2)

check the label on the medication and the medication agreement before administering medication (both educators to be present while the child takes the medication).

Record the time medication was administered in the medication log.

Practice Safe Hand Hygiene and use personal protective equipment if required.

#### **In the event that a child refuses to take prescribed medications**

Educators will advise the parent/caregiver immediately.

Educators will not attempt to coerce the child to take the medication and parents/caregiver will need to attend the centre to administer the medication.

If Emergency Medication is needed see *Medical Emergency Guide*



## Medical Conditions Flow Chart

### **Enrolment:**

- Identify child's medical condition
- Identify which forms to provide the family – all conditions need HSP120 (Health Support Agreement) and HSP121 (Safety and Risk Management Plan)
- Provide parent/guardian with a copy of the Dealing with Medical Conditions policy and appropriate forms

### **When forms are returned: The education team (teacher/SSO2) will:**

- Ensure all forms are fully completed and signed
- Ensure the appropriate forms are signed by the medical practitioner
- Discussion with family re the HSP121, Safety and Risk Management Plan

### **When medication is provided: The education team (teacher/SSO2) will:**

- Ensure medication has a pharmacy label on it that matches the medication forms
- Check and make a note of the expiry date
- Make up a container to go in the medicine cupboard – name, blue/green sticker, photo (when taken), a copy of the medical form will go in here when a photo of the child is taken

### **Child starts at the service: The education team (teacher/SSO2) will:**

- Take photo of child and print 2 copies if Allergy or Anaphylaxis form is required (1 copy if only HSP120 if required)
- One photo is to be stuck on the HSP120 – Health Support Agreement form
- One photo is to be stuck on the Allergy or Anaphylaxis form
- HSP120 – photocopy and place one copy in the container in the first aid cupboard and one copy in the child's file
- Allergy or Anaphylaxis – make 2 copies. One copy each for the pantry cupboard (laminated), container in first aid cupboard and child's file
- Director and educators to discuss medical conditions, dietary conditions, medication requirements for each child. Director and Educators to sign forms
- Excursions – ensure all relevant information regarding children with medical conditions including any medication is taken on any excursions or local walk



## **Common Medical Conditions**

### **Asthma**

HSP120 - Health Support Agreement

HSP121 - Safety and Risk Management Plan

Asthma Care Plan for Education Care Services (to be completed by Dr)

### **Allergy**

HSP120 - Health Support Agreement

HSP121 - Safety and Risk Management Plan

ASCIA Action Plan for Allergic Reactions (to be completed by Dr)

HSP151 - Medication Agreement

HSP152 - Multiple Medication Agreement

### **Anaphylaxis**

HSP120 - Health Support Agreement

HSP121 - Safety and Risk Management Plan

ASCIA Action Plan for Anaphylaxis (Epipen, Anapen or Generic form) (to be completed by Dr)

HSP151 - Medication Agreement

HSP152 - Multiple Medication Agreement

### **Continence Care Plan**

HSP120 - Health Support Agreement

HSP121 - Safety and Risk Management Plan

HSP230 - Continence Care Plan

### **Diabetes**

HSP120 - Health Support Agreement

HSP121 - Safety and Risk Management Plan

HSP331 - Insulin Medication Agreement (to be completed by Dr)

### **If daily injections are required use**

Twice daily injections EC action and management plan

Multiple daily injections EC action and management plan

Insulin pump EC action and management plan

Medtronic 670g hybrid closed loop insulin pump (to be used with the child's management and action plan)

### **Seizures**

HSP120 - Health Support Agreement

HSP121 - Safety and Risk Management Plan

HSP340 - Seizure Management Plan

HSP151 - Medication Agreement

HSP152 - Multiple Medication Agreement

HSP153 - Midazolam Agreement

**Individual First Aid Plan** (a form to be completed by a health professional and the parent/guardian for a child who requires individual first aid assistance)

HSP124 - Individual First Aid Plan