



Dealing with Medical Conditions Policy

Frieda Corpe Kindergarten takes reasonable steps to ensure we receive adequate information regarding a child's or young person's health condition. Our site promotes attendance and positive engagement in the curriculum regardless of the health needs of a child or young person. We do not exclude a child or young person from site activities because they require health support, or staff are uncomfortable or unqualified to provide assistance.

Care plans

Upon enrolment, Parents/caregivers are required to provide details of individual care recommendations for any child or young person with an identified health condition that may need intervention from education and care staff. Treating health professionals provide this information through [care plans, management plans, action plans, first aid plans and medication agreements](#). These plans will inform our staff how we 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.

Not every child with a health condition requires a care plan. Where a student has a health condition that does not require any intervention at our Kindergarten 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.

Health support agreement

Where a parent advises their child requires health support the site leader, together with the family and the child, will develop a [health support agreement](#) that outlines how our Kindergarten will meet the requirements of the health care plan. The health support agreement will identify site specific management and emergency response strategies and the level of care needed.

A health support agreement may be developed either with or without a formal medical diagnosis and care plan completed by a health professional.

Our site leader is responsible for ensuring all staff at our site has a health support agreement.

An employee is not to provide invasive and/or complex health support. Refer to [complex and invasive health support](#) for further information.

A health support agreement should be reviewed in consultation with families in each of the following circumstances:

- annually (at a minimum)
- when a care plan has been reviewed and updated
- as soon as practicable after a medical emergency incident at the education or care service



- prior to the child participating in an offsite activity (ie camps or excursions) or at onsite special events (ie class parties, cultural days, fetes, incursions).

See the [health support planning page](#) for further information.

Anaphylaxis and Allergies

Anaphylaxis is a potentially life threatening allergic reaction, that requires immediate treatment.

Anaphylaxis often involves more than one body system (e.g. skin, respiratory, gastro-intestinal and cardiovascular). A severe allergic reaction or anaphylaxis usually occurs within 20 minutes to 2 hours of exposure to the trigger and can rapidly become life threatening.

Permanent staff to our site have all participated in Anaphylaxis and Allergy management first aid training and will respond to any emergency accordingly, as well as following a child's individual care plan. More information on the Department for Education's management procedure can be found here:

<https://www.education.sa.gov.au/sites/default/files/anaphylaxis-severe-allergies-procedure.pdf>

Asthma

Asthma is a chronic disease of the airways. People with asthma have sensitive airways, which can react to particles in the air. The airways in the lungs constrict, the lining of these airways become swollen and mucus is produced, making it difficult to breathe.

[Find out more about asthma](#) including:

- symptoms
- diagnosis
- managing and controlling asthma.

Permanent staff to our site have all participated in Asthma management first aid training and will respond to any emergency accordingly, as well as following a child's individual care plan. More information on the Department for Education's management procedure can be found here:

<https://www.education.sa.gov.au/schools-and-educators/health-safety-and-wellbeing/specific-conditions-and-needs/supporting-children-and-students->

Diabetes

Diabetes is a serious condition which can affect the entire body. It can be type 1 or type 2, each with its own particular characteristics.

[Find out more about diabetes](#) including:

- differences between type 1 and 2
- symptoms
- managing diabetes.

When a child with Diabetes enrolls at our Kindergarten, staff will participate in Diabetes management first aid training and will respond to any emergency accordingly, as well as following a child's individual care plan. More information on the Department for Education's management procedure can be found here:



<https://www.education.sa.gov.au/schools-and-educators/health-safety-and-wellbeing/specific-conditions-and-needs/supporting-children-and-students-diabetes>

Seizures or epilepsy

Epilepsy is a medical condition that affects the brain and causes seizures. Seizures occur because of a disruption to electrical activity in the brain, leading to a change in a person's movement, behaviour, level of awareness and feelings.

[Learn more about epilepsy](#) including:

- causes
- myths and misconceptions
- what is a seizure
- seizure first aid.

When a child with Epilepsy (or other seizure related condition) enrolls at our Kindergarten, staff will participate in Seizure management first aid training and will respond to any emergency accordingly, as well as following a child's individual care plan. More information on the Department for Education's management procedure can be found here: <https://www.education.sa.gov.au/schools-and-educators/health-safety-and-wellbeing/specific-conditions-and-needs/supporting-children-and-students-seizures-or-epilepsy>

Medication

It is the responsibility of our site Leader to safely and effectively manage a child's medication in accordance with the [medication management in education and care procedure](#).

'Medication' refers to any:

- prescribed or non-prescribed medication
- over the counter medications
- alternative therapies (vitamins, minerals, supplements).

Staff can only administer medication:

- orally
- optically (eye drops)
- aurally (ear drops)
- inhaled
- topically.

No staff at our site can administer medication until a medication agreement is in place (with the exception of emergency administration of epi-pen or asthma medication).

The medication agreement can cover any medication except controlled drugs, oxygen, insulin or regular administration of pain relief.

A legal guardian must complete either a [medication agreement \(DOC 132KB\)](#), or a [multiple medication agreement \(DOC 142KB\)](#) if they need multiple medications.



In the event of a controlled medicine, our Kindergarten site leader will complete an authorisation to [administer controlled medicines form \(150 KB\)](#) to make sure all accountability requirements are understood by the education or care service, and the staff member or adult student authorised to administer the medication.

Administering medication

Before administering any medication, staff will:

1. use the [medication administration flowchart](#) to decide if and when a child needs medication administered
2. follow the [medication rights checklist \(DOC 152KB\)](#).

After administering any medication, staff will:

1. document the incident in the [medication log \(DOC 143KB\)](#)
2. complete the [medication advice form \(DOC 150KB\)](#) and give it to the parent or legal guardian.

Adrenaline autoinjectors

- Adrenaline is emergency medication for the treatment of anaphylaxis.
- Emergency response for anaphylaxis is included in the HLTAID012 Emergency First Aid Response training.
- All staff should complete the [ASCIA free e-training course on anaphylaxis management in education and care services](#).

Insulin

- Insulin is used to manage blood glucose levels in people with diabetes.
- The Women's and Children's Hospital Endocrinology and Diabetes Department provides training and advice. Phone 8161 6402.

Intranasal midazolam (INM)

- INM is emergency medication for treating seizures.
- All staff should complete INM administration training through [Epilepsy Action Australia](#) or the [Australian Red Cross](#) INM administration training.

Oxygen

- Oxygen is often used as an emergency medication.
- Where a child or young person has been prescribed or requires oxygen they must be referred to the [Access Assistant Program \(AAP\) or RN Delegation of Care Program](#).

Salbutamol (Ventolin puffers)

- Salbutamol is medication used to treat an asthma attack
- Emergency response for asthma is included in the HLTAID012 Emergency First Aid Response training.
- All staff should complete the Asthma Australia free online course [Asthma First Aid for Schools](#)



Emergency response

In an emergency, staff will follow standard emergency response procedures.

A designated first aider, trained in HLTAID012 Emergency First Aid Response in an Education and Care Settings, must be immediately available at all times to administer first aid and emergency response medication whenever needed. At our Kindergarten, all staff permanent to our site hold a current HLTAID012 certificate.

Adrenaline autoinjectors and asthma reliever puffers may be administered as a first aid emergency response to any child, young person, staff or visitor.

General use medications such as aspirin, paracetamol or ibuprofen must never be used for first aid as they can mask signs and symptoms or serious illness or injury.

Medication error or incident

If a child or student has:

- collapsed or is not breathing, phone 000 (ambulance) immediately and follow standard first aid
- been administered the incorrect dose or incorrect medication and there is no immediate adverse reaction, phone Poisons Information Centre on 131 126 and follow the advice given
- if the advice is to keep them at the education or care service, increase their supervision and monitor them for any delayed adverse reactions.

Follow the [medication error, incident, query or advice flowchart](#) for all other incidents.

For each incident, you must:

1. notify the parent or legal guardian
2. document the incident in the [medication log](#)
3. complete a [medication advice form](#) and forward to parent or legal guardian
4. report on [Incident and Response Management System \(IRMS\) \(staff login required\)](#)
5. review medication management and administration procedures at your education or care service to identify areas for improvement.

Confidentiality and consent

Staff providing physical, personal or emotional support to children will make sure any conversations about health needs are purposeful and related to the care, wellbeing, dignity and privacy of the child and their family.

Health and personal care information is confidential and must only be provided to emergency services or staff that are supporting the child and only if required.

Related legislation

[Code of Practice First Aid in the Workplace 2016 \(PDF 713KB\)](#)

[Controlled Substances Act 1984](#)

[Controlled Substances \(Poisons\) Regulations 2011](#)

[Controlled Substances \(Controlled Drugs, Precursors and Plants\) Regulations 2014](#)

[Disability Discrimination Act 1992](#)



[Disability Standards for Education 2005](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(PDF 1MB\)](#)

[Education and Care Services National Regulations](#)

[National Disability Insurance Scheme Act 2013](#)

[State Records Act 1997](#)

[Work Health and Safety Act 2012](#)

Related policies

[Duty of care policy](#)

[First aid and infection control standard](#)

This Policy has been developed in conjunction with the Frieda Corpe Kindergarten Governing Council

Signed _____ (Governing Council Chairperson)

Date Term 2 2019 Review Date_Term 2 2021

Reviewed T2 2023

Due for Review Term 2 2025