



HALLETT COVE PRESCHOOL DEALING WITH MEDICAL CONDITIONS POLICY

If a child enrolled has a specific health care need, allergy or relevant medical condition, parents are required to provide a medical management plan. Information about children's medical conditions are displayed on the wall by the First Aid cupboard in the kitchen to inform all staff, relief staff and volunteers/ students.

Children with life threatening conditions eg. anaphylaxis or asthma, have their medication and their plan in a specially labelled box in the kitchen cupboard. Forms for medication plans are located in the red Folder in the kitchen, also in the New Enrolment Forms folder.

Medication

- Medication can only be administered with a Medication Health Plan that needs to be completed by a Medical Practitioner.
- Staff will not administer medication without this completed form.
- Permission to administer medication forms must be completed by a parent / caregiver on the day that medication is to be given to a child.
- All medication must be handed from carer to staff (not via the child). It should be brought to the centre in the original prescription bottle clearly showing the child's name, the dosage & time required.
- Medication of any kind must not be stored in a child's bag.
- All medication will be stored securely & accessed only through a staff member.
- Prior to administering medication, the staff member will verify correct dosage, time & other instructions with another staff member.
- After giving the medication the staff member will complete details on the Authority to Give Medication form – date, time, dosage, medication given.
- The administration of medication will be checked, recorded and witnessed by another staff member.

- Instructions and forms for administering medication are located in the red folder in the First Aid cupboard.

Allergy and Anaphylaxis

- Every child with anaphylaxis has a care plan and their medication and plan is in their specially labelled box the kitchen cupboard.
- All relevant staff are informed, including relieving staff.
- Medication will be taken on excursions .
- Products likely to cause an anaphylactic reaction will be excluded from the centre as necessary.
- Cooking activities will be discussed with families to determine whether a child can participate in the planned activity.
- Staff will check the Allergy Action Plans in the kitchen before children consume food not brought from home.
- Children do not share or swap food.

Reviewed by staff and Governing Council - 015/3/2018

Endorsed by Governing Council Representative

To be reviewed in 2 years

NQS Area 2 "Children's Health & Safety"
Standard 2.1