



Policy: Medical Conditions and Special Rights

AIM:

Ingle Farm Children's Centre is committed to supporting the health and wellbeing of all children. We acknowledge that parents/guardians retain primary responsibility for their child's health and medical care. This includes responsibility for providing accurate, up-to-date, relevant information to staff regarding children's medical, health care and additional needs.

This policy applies to all families enrolling in both the occasional care and kindergarten programs at Ingle Farm Children's Centre. All relevant staff and volunteers will be informed of any information and practices related to the management of any medical, health and diagnosed care conditions and additional needs.

Parents/guardians will be given a copy of this policy at enrolment if their child has or requires a health care plan or is accessing support for a diagnosed disability or additional needs.

POLICY DETAIL:

1. Enrolment

- 1.1. All families must complete an enrolment form prior to attendance at Ingle Farm Children's Centre. During the enrolment process parents will be asked questions on the form which relate to health, medical conditions, additional needs and diagnosed disabilities:
- 1.2. **Does your child have a diagnosed medical condition that may require support?*
- 1.3. **Does your child have any allergies?*
- 1.4. **Is your child up to date with immunisations?*
- 1.5. **If the child has any individual emergency or routine health care plan/care medical management needs (e.g. seizure management, toilet support, diabetes, supervision of medication, anaphylaxis)*
- 1.6. **Does the child have an additional need or diagnosed disability?*
- 1.7. The director/nominated supervisor, staff and volunteers of the centre must be informed of any medical conditions, additional needs and diagnosed disabilities. They must also be provided with any existing medical management/health care plans to ensure appropriate care is provided whilst the child attend the service.
- 1.8. Should the family not have a completed health care plan; the enrolling staff member will provide the relevant plan to the parent/caregiver. The plan must be completed by a health practitioner and be returned to the centre prior to the child attending.

PROCEDURE

2. Medical, health, allergies:

- 2.1 The centre will ensure that a minimum of two members of the education staff has a current, recognised first aid certificate which includes asthma, anaphylaxis and annual CPR updates at all times. Additional training will be sought as required dependent on the medical needs or condition of the child.

- 2.2 Parents will provide medication as prescribed in the health care plan each time the child attends the service. For the Department for Education “medication” includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals and supplements). If parents are bringing the medication in to the centre each time they attend, it must be handed to a staff member in the relevant program (kindergarten or occasional care) so expiry dates can be checked. If the medication is staying in the Medication Buddies and not taken home each time the child attends, it will be placed there by staff once the expiry date has been checked with subsequent checks of the expiry date occurring each term.
- 2.3 Children are unable to attend the service without the correct and in date medication as prescribed by the child's medical practitioner and as noted in the child's health care plan.
- 2.4 All medication must be provided in an original pharmacy container and have a clear pharmacy label with:
- Your child's name
 - Date of dispensing
 - Name of medication
 - Strength of medication
 - Dose (how much to give)
 - When it should be given
 - Length of treatment or end date (when appropriate)
 - Any other administration instructions ie to be taken with food)
 - Expiry date (when there is no expiry date, the medication must have been dispensed within the last 6 months)

Medication that is labelled to be taken as directed (PRN) or similar does not provide sufficient information and will not be administered

- 2.5 Should the medical condition or disability be one where staff will require additional training, the child will be unable to attend until all training and any modifications have occurred to ensure the safety and wellbeing of that child.
- 2.6 **MEDICATION OF ANY KIND MUST NOT BE LEFT IN YOUR CHILD'S BAG. MEDICATION MUST BE KEPT IN BUDDIES LOCATED IN THE KITCHEN OR GIVEN TO OCCASIONAL CARE STAFF.**

3. Additional/Diagnosed needs

- 3.1 Assessments and reports pertaining to any diagnosed needs or disabilities are to be provided by the family to the service which will enable staff to plan for and support children's learning and on-going development.
- 3.2 The staff member undertaking the enrolment process will ensure that the Director is made aware of any information related to additional needs or concerns after the enrolment process or they will be called into the enrolment meeting to meet with the parents/guardians if the needs are more complex.
- 3.3 Should the child be receiving services through the National Disability Insurance Service (NDIS), this information will be shared by the family with the centre and a discussion will occur in relation to the possibility of the service providers (for example speech pathology, occupational therapy etc) providing services at Ingle Farm Children's Centre. Centre staff will refer to the DfE: Non-DfE service provider in preschools, schools and educational programs procedure as providers must meet the requirements of the procedure.

4. Review

- 4.1 Medication expiry dates will be checked every term by staff and if out of date, parents will be requested to replace the out-of-date medication prior to the child attending next.
- 4.2 Medical plans should be updated by families in consultation with their health practitioner annually or as the management of the health/medical condition changes. Staff will confirm with families every 6 months in the event that plans have changed and to ensure an updated plan has been provided should it be relevant.
- 4.3 In the event that the child's health practitioner recommends the child no longer requires the medication, a letter from the doctor must be given to the centre stating this change.
- 4.4 Parents will provide the director or centre staff with any new/updated assessments or reports relating to their child's health, diagnosed disability or additional needs to ensure that the education and care program being planned is appropriate and supportive of the child's development.