

DEALING WITH MEDICAL CONDITIONS PROCEDURE

Rationale

At Lockleys Children's Centre, we are committed to the care of children's health and wellbeing and the protection of staff. This procedure provides for the safe and effective management of medical conditions and medication.

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 educators and support staff working at the centre.

Care Plans

Prior to a child attending, the centre must receive details of individual care recommendations for any child with an identified health condition that may need intervention from our staff. This information must be provided by a treating health professional provide this information through care plans, management plans, action plans, first aid plans and medication agreements. These plans inform staff how 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 at school or preschool 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
- Emergency medication management plan – to support trained educators to give medication for seizures

The Medical Conditions Flow Chart (Attachment 1) 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 2) 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.

Administration of medication:

- Medication will only be administered in line with information provided in a current medication agreement.
- Medication is to be handed to an educator who will record the information in the medication log and store the medication in the first aid cupboard or refrigerator as advised. Medication must not be placed in children's bags.
- The centre will not administer medication where it is the first dose of a medication which is new for a child.
- 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>

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.

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.

References

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

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)
- See folder for forms
- Provide parent/guardian with a copy of the Dealing with Medical Conditions policy and appropriate forms



When forms are returned:

- 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:

- 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:

- 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 walks

ATTACHMENT 2

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](#)

CONTACTS

Disability and Complex Needs Team – 8226 0515, education.health@sa.gov.au

[Department for Education website - Health and complex needs support and management](#)