



Health & Medical Policy

Rational

Children become ill at various time in their kindy life and some have medical conditions that require management. To allow these children to attend our centre, the following procedures will be followed.

Procedures

- Children with pre-existing illness eg Asthma, Eczema, Allergies, and /or more life threatening illnesses will need a Health Care and Medication Plan provided by their Doctor. These documents are kept for a year before being renewed by the child's doctor. They will be kept in a location readily accessible and known to all staff and volunteers. A photograph identifying the child and there health needs will be located in a position known to all staff and volunteers.
- If a child requires medication or creams/lotions prescribed or non-prescribed a Medication Plan must be completed by the child's doctor and returned. All medicines and creams must be in their original container with the Pharmaceutical instruction attached. Staff will check the name of the medication, dosage and the date match the information provided on the Medical Authority form from the doctor.
- All medication will be stored correctly and returned daily unless prearranged. When medication or creams are given / applied the staff member will fill in the Medical Record appropriately, including when children self medicate with adult supervision.
- If a child has a serious health issue and requires a Health Support Plan it will be developed in conjunction with the family and staff utilising documentation from the doctor.
- Together with the family staff will develop a risk minimisation plan if applicable.
- Communicate with family when administering medication. A medication Administered form will be completed and given to parent upon collection.

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