

## **Policy 8: Medical Conditions, Medication Procedure and Immunisation**

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### **National Quality Standard QA 2**

#### **Regulation 90 -96, 168(2) (c)**

#### **RATIONALE**

The health and safety of children in education and care services is the responsibility of all approved service providers and educators.

Port Pirie West Children's Centre is responsible for maintaining a safe and hygienic environment for families, children and staff, including preventing the spread of infection. This responsibility extends to ensuring that children attending the Children's Centre are healthy and therefore able to engage in appropriate play based experiences. Children who are unwell can quickly become unsettled and unhappy. Educators are not qualified to care for sick children and are not responsible for administering medication unless under the authority of a Medication Plan filled out by a health Practitioner. If symptoms occur while the child is at the Children's Centre they will be documented on the 'Incident, Injury, Trauma and Illness' form and then this form will be kept on file. **Parents/Carers are asked to keep their mobile phone on/accessible at all times to ensure they are contactable, and in the event of an illness or emergency, parents/carers will ensure that they or their child's nominated carer is able to collect the child within one hour of contact.**

#### **1. MEDICAL CONDITIONS**

##### **a. Medication Plans:**

If children require medication while at Kindergarten a Medication Authority Plan needs to be completed by a medical practitioner. This will ensure that staff are clear about the procedures to follow.

Staff cannot administer the first dose of a new medication to a child in case there is an allergic reaction.

Staff members are not permitted to administer over the counter medications unless provided with the appropriate Medication Authority from a medical practitioner.

##### **b. Health Support Agreements/Safety Risk Management Plans:**

We recognise that there are children that have ongoing health issues, (e.g. asthma, allergies or diabetes) and may require scheduled and unscheduled administration of medication at the Centre. In this case we require a Health Support Agreement and a Safety Risk Management Plan to ensure that these conditions are managed correctly. **Children will be unable to access the preschool program until the Health Support Agreement and Safety Risk Management Plan is completed.** The Action Plan and Medication Authority (where applicable) must be completed by a medical practitioner and be kept at the Centre.

A Health Support agreement and Safety Risk Management Plan should be reviewed in consultation with families in each of the following circumstances:

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

Staff will discuss with parents strategies to minimise the impact of the condition on their child's ability to access the full preschool program. These may include; collaboration with cooking activities, special celebrations - providing an alternative treat where appropriate, accessing equipment or other outside services as required.

Staff will ensure all relief staff are aware of any child's medical condition and medication requirements and location. All medical related forms are kept in the "Health and Medication Folder" in the kitchen cupboard and there are photos of children on the fridge and in the staffroom for all staff to familiarise themselves with. All action plans are displayed inside the kitchen cupboard door and are also kept with the medication, in the child's personal file and in the Health and Medication folder.

### **Common Colds**

Children with a common cold can still attend the Children's Centre. There are circumstances where the child will be excluded and these are:

- If the child becomes feverish or seems unwell and is not coping with the program
- If the nasal secretion is discoloured (thick and greenish) for several days.

A medical clearance certificate will be requested, with information regarding whether the discharge is infectious and if the child is fit to attend the Children's Centre.

### **Vomiting and Diarrhoea**

Children and adults who are suffering from vomiting and/or diarrhoea should not attend the Children's Centre. Parents/guardians will be contacted and asked to collect their child within an hour from the Children's Centre if their child vomits and/or has diarrhoea. **The child will not be able to return to the Centre until all vomiting and/or diarrhoea has ceased for a period of at least 48 hours from the last episode, and the child is feeling well.**

### **Eye/Ear Discharge**

**Parents/guardians will be contacted if their child has a discharge from their eyes or ears and must collect their child within one hour.** A medical clearance certificate will be requested with information regarding whether the discharge is infectious and if the child is fit to attend the Children's Centre.

### **Children with high temperature readings**

If an educator believes that a child's skin feels warm and/or clammy, or the child seems unwell, they will use a thermometer to gain an accurate reading of the child's temperature. The child's temperature will be taken by an electronic forehead thermometer. An 'Incident, Injury, Trauma and Illness record' will be completed to record details for a child with a high temperature and the parent/carer will be asked to sign it when collecting their child.

**If a child has a temperature of 38°C or above, the parents or emergency contact person/s, will be phoned and the Educator will inform the parent or emergency contact person that they must make arrangements for the child to be collected within one hour.**

If the child's temperature increases and s/he does not respond to undressing to underclothes and the parent/guardian/emergency contacts have not arrived in an appropriate timeframe or they cannot be contacted at all, the Educator will phone the SA Ambulance Service for advice and/or transportation to the nearest hospital if

required. Educators will make their decision regarding appropriate action to be taken, based on 'duty of care' and the best interest of the child's wellbeing, health and safety. If an Educator is advised by the SA Ambulance Service to transport the child to hospital, the Centre will arrange this and costs will be incurred by the family.

## **2. MEDICATION PROCEDURE**

NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED TO CHILDREN UNLESS AUTHORISED BY A DOCTOR AND ACCOMPANIED BY A WRITTEN MEDICATION PLAN

A written Medication Plan must be authorised by a Doctor and written on their surgery letterhead. A bottle/tube may be labelled by a Pharmacist, with the child's name, the dosage amount and the exact time to administer. Medication must be handed directly to an Educator and collected from an Educator.

Emergency contact numbers will be displayed at all telephones, e.g.

Ambulance, Poisons Information Unit, hospital.

### **MEDICATION MUST NOT BE LEFT IN A CHILD'S BAG**

## **ONGOING CONDITIONS**

Where medication is required for the treatment of long term conditions or complaints such as asthma, epilepsy or diabetes, the Children's Centre will require a Medication Plan from the child's medical practitioner detailing the medical condition of the child, the name and correct dosage of medication required and how the condition is to be managed. This should be reviewed annually.

If a child's medication needs are irregular, the parent or carer is required to communicate directly with an Educator on arrival regarding their child's needs to ensure a consistent management approach. The Educator will record this information against the child's Medication Plan and ensure that other relevant Educators are aware of the child's needs for that particular day.

In the case of children with chronic conditions that may be life threatening, alternative fast-acting oral medications such as Ventolin for asthma or an EpiPen for anaphylaxis must be supplied by parents with the Medication Plan and then kept in a named snaplock bag in the First Aid medication box. The enrolment form/medical forms completed by parents/guardians should disclose immediate measures to be taken in a life-threatening situation and Educators will be informed of that at staff meetings or as appropriate.

Children with ongoing health issues will have their photo, name and relevant information displayed on the kitchen fridge, action plans inside the kitchen cupboard and all related form in the Health and Medication Folder

## **NON-PRESCRIPTION MEDICATION**

Non-prescription medications, e.g. paracetamol, anti-histamine, etc. will only be administered by Educators when supported by a written Medication plan authorised by a Doctor and written on their surgery letterhead or a Pharmacist label specific to the child.

### **a. Procedure**

- Medication must be handed to a staff member by the parent/guardian-unless other arrangements have been made.
- Medication must be in its original container and kept in accordance with the directions.
- Medication not requiring refrigeration will be kept in the kitchen cupboard marked accordingly.

#### b. Prescribed Medications

- Medication must be in its original container with the original pharmacy label intact
- Medication must be before its expiry or use by date or it will not be administered and parents will be requested to obtain current medication.
- Will only be given to the child named on the label
- Staff will administer the dosage in accordance with the label
- The dose and time that the medication is required to be given will be recorded accurately and signed by the parent, unless part of a child's regular Health Support Agreement
- The staff member who administers the medication will confirm all written details with another staff member and verify the child's identity then write down the time and dosage and both staff will sign the medication log.
- Where a Health Support Agreement exists parents will be notified of the time medication was administered.
- After taking the medication the child will be monitored by staff.
- Parents will be informed of any issues arising from the administration of medication, e.g. adverse reaction, incorrect time, dosage.
- Staff will not administer invasive medication such as nose, ear or eye drops or rectal medication. Any condition needing injections will not be administered with the exception of staff trained in the use of an EpiPen emergency treatment for anaphylaxis. Parents and SA Ambulance will be notified immediately.
- Preschool children will not be allowed to self-administer medication.
- All use of inhalers will be supervised by staff

#### c. Medication Log

- A Medication log (Appendix 3) for the recording of all medication administered in accordance with the Medication Authority will be kept.
- Each child is to have their own Medication Log to ensure confidentiality
- A staff member will complete the details and sign after administering medication—checked by another staff member.

### 3. IMMUNISATION

Immunisation is one of the best ways to protect yourself, your children, and others in our community against certain diseases through immunisation programs.

When a large percentage of the population are immunised against some specific diseases, it becomes harder for that disease to spread. If enough people in the community are immunised, the infection can no longer be spread from person to person and the disease could die out altogether.

Vaccines must be administered on, or close to, the specific points for children to be considered up to date with their immunisations; usually a few days before or a few weeks after are acceptable.

Following changes to the South Australian Public Health Act 2011 (the Act), from 7<sup>th</sup> August 2020, children will not be able to enrol in or attend the Port Pirie West Children's Centre unless **all** immunisation requirements are met.

#### Parents must:

- Provide the service at specified times, with an approved current immunisation record printed from the Australian Childhood Immunisation Register. *(After the child turns 4 years and 2 months of age but before the child turns 4 years 8 months of age).*

#### Staff will:

- Keep a current copy of an approved immunisation record for each child enrolled in, or attending the Port Pirie West Children's Centre
- Record the child's immunisation status on the Education Management System (EMS)
- Not enrol a child if all immunisation requirements are not met

#### Recognised record of immunisation status

An approved immunisation record is an extract from the Australian Childhood Immunisation Register (AIR) called an Immunisation History Statement. The AIR can be accessed by:

- Medicare online account through logging into myGov
- the Express Plus Medicare mobile app
- phoning the Australian Immunisation Register on 1800 653 809 to request an immunisation history statement

A child's immunisation status is current when the date of 'next due immunisation(s)' (located at the bottom of the statement) is in the future or blank.

Immunisation Status – following the National Immunisation Program Schedule (Appendix 1).

#### Exemptions (see more in Appendix 4)

- What are the approved exemptions from meeting all immunisation requirements?
- What are the approved No Jab No Pay exemptions?
- What are the South Australian Chief Public Health Officer exemptions for No Jab No Play?

Process for children born overseas and children not eligible for a Medicare card (see Appendix 4)

#### Reporting Requirements

The occurrence of a communicable disease, including a vaccine preventable disease covered by the Childhood Immunisation Program, is a reportable matter in accordance with clause 174(2) of Schedule 1 of the Education and Early Childhood Services (Registration and Standards) Act 2011.

All Services are to lodge a report of an occurrence on Incident and Response Management System (IRMS) in accordance with the Injury Incident Reporting and Investigation Procedure. An occurrence of a vaccine preventable disease is also a notifiable condition that is required by law to be reported by medical practitioners and health laboratories to SA Health.

Families will be notified via text message when there is an occurrence of an infectious disease at this site Regulation 183 (2) (g).

**Appendix 1** – National Immunisation Program Schedule (from 1<sup>st</sup> April 2019)

**Appendix 2** – Exclusion from childcare, preschool, school and work

**Appendix 3** – Medication Log

**Appendix 4** – Early childhood service providers – Frequently Asked Questions

#### **RESOURCES**

- National Quality Standard and regulations
  - [National Quality Standard 2.1 - Children's health](#)
  - [Regulation 168 \(2\)\(c\) - Policies and procedures](#)
  - [Regulation 88 - Infectious diseases](#)

- Staying Healthy in Childcare
  - <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- You've Got What?
  - <https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/S+A+Health+Internet/Healthy+living/Protecting+your+health/Preventing+disease+and+infection/Youve+got+what>
- Infection control and employee immunisation programs
  - <https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace/infection-control-and-immunisation>
- [Infection control and employee immunisation programs](#)
- [Medical conditions](#)
- National Quality Standard and Regulations
  - [National Quality Standard 2.1](#)
  - [Regulation 168 \(2\)\(a\) - Policies and procedures](#)
  - [Regulation 85 - Incident, injury, trauma and illness](#)
  - [Regulation 86 - Notification to parents of incident, injury, trauma and illness](#)
  - [Regulation 87 - Incident, injury, trauma and illness record](#)
  - [Regulation 136 - First aid qualifications](#)
  - [Regulation 161 - Attendance and enrolment records](#)
- National Immunisation Program Schedule
  - [Health.gov.au/immunisation](https://www.health.gov.au/immunisation)
- Immunisation Section, Communicable Disease Control Branch
  - [sahealth.sa.gov.au/immunisation](https://www.sahealth.sa.gov.au/immunisation)

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