**Charnwood-Dunlop School**

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Procedure: **Managing Medical Conditions in Children**

Review Date: **2017**

Related policies and procedures: **First Aid; Health and Safety Policy ACTED; Nutrition and Food Safety Procedure**

Charnwood-Dunlop School has strict protocols and procedures are in place to ensure appropriate management of ongoing medical conditions and illnesses.

Information is collected during the preschool enrolment process regarding any known medical conditions. This includes the completion of a *General Medical Information and Consent* *Form* and a *Management and Emergency Treatment Plan* for identified conditions. Such a plan will detail the child’s specific health support needs including administration of medication and other actions required to manage the child’s condition.

**Informing nominated supervisor, staff members and volunteers of medical conditions**

In consultation with parents and carers, information regarding medical conditions must be located in a prominent area so that all staff and volunteers have access to the information, particularly in emergency situations. It is the responsibility of all educators to ensure relief staff or volunteers are made aware of the location of this information.

**Information required from parents**

Parents and educators need to work together to manage the medical conditions and administration of medication for children during their time at preschool. Any relevant information that can help in the management of such conditions and illnesses should be communicated to educators as soon as practicable. In particular, parents/carers are responsible for:

* completing the *General Medical Information and Consent Form* during preschool enrolment, including indicating any known medical conditions
* where applicable, completing the *Management and Emergency Treatment Plan* in consultation with the child’s medical practitioner. This plan must be signed by the child’s medical practitioner.
* providing input to the *Risk Minimisation Plan*
* advising educators of any changes to the child’s medical condition or treatment including changes to known allergens, medication, side effects etc.
* advising educators of the child’s general wellbeing or if there are any circumstances that may impact on their medical condition

**Communicating this procedure with parents and carers**

Parents of all children enrolled at the preschool are provided access to the *Managing Medical Conditions in Children* procedure at the start of the preschool year. This procedure is available on the school website. Parents may request additional copies of policies and procedures at any time.

**Development of a Risk Minimisation Plan**

A Risk Minimisation Plan will be completed in consultation with parents/carers for all children at preschool with additional health needs. The Risk Minimisation Plan is completed in addition to the Management and Emergency Treatment Plan. This plan will assess the risks relating to:

* the child’s specific health care needs, allergy or medical condition
* any requirements for safe handling, preparation and consumption of food
* notification procedures that inform other families about allergens that pose a risk
* procedures for ensuring educators/staff/volunteers can identify the child, their medication and their *Management and Emergency Treatment Plan*
* Considerations for modifications to the program

**Self-administration of medication**

Children are NOT permitted to self-administer medication while at preschool.

**Storage of medications**

* Medication must be given directly to educators and not left in the child’s bag.
* All prescribed medications must have the original pharmacist’s label, or details provided by the doctor giving the child’s name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.
* All medication must be stored safely out of sight of children, but readily accessible to educators, and in accordance with the medication requirements.

As educators are not qualified medical practitioners they will never attempt to diagnose a child’s illness or decide on the dose of medication to be given. Consequently, educators will not:

* Administer medications, including non-prescribed/over the counter (OTC) medications to children without written parent/carer authority
* Perform any treatments without first receiving appropriate professional training
* Enrol a child without the completion of a *General Medical Information and Consent* *Form* being completed
* Enrol a child with special health needs without a *General Medical Information and Consent* *Form, Management and Emergency Treatment Plan, and* *Risk Minimisation Plan* being completed

***Management of medical conditions including asthma, diabetes or anaphylaxis***

The ACT Education and Training Directorate Health and Safety Policy – First Aid governs the management of medical conditions in ACT preschools.

*General Medical Information and Consent Form* is sufficient to administer general First Aid as required.

During preschool enrolment, parents complete a *General Medical Information and Consent Form*. Are any medical conditions indicated?

***Administration of medication***

A copy of all completed *Management and Emergency Treatment Plans* are displayed in a central and easily identifiable place in the preschool. Parents give permission for this information and photo to be displayed in a public area.

All staff, including relief teachers and volunteers are made aware of the medical alerts and the associated *Management and Emergency Treatment Plans.*

A *Risk Minimisation Plan* is completed in consultation with parents/carers and displayed with the associated *Management and Emergency Treatment Plans.*

Parents complete the relevant *Management and Emergency Treatment Plan* (see attached). If the condition is one other than Asthma, Diabetes, Anaphylaxis or Epilepsy, a *General Management and Emergency Treatment Plan* is to be completed. These plans MUST BE signed by a doctor.

Treatment of the identified medical condition is in accordance with the *Management and Emergency Treatment Plan.*

YES

NO

Medication must be administered from the original container, bearing the original label with the name of the child (if prescribed by a medical practitioner), and within the used by or expiry date.

Medication must be administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.

The preschool is notified that the child has a diagnosed medical condition or a short-term illness requiring the administration of medication while at preschool. Does the child have a *Management and Emergency Treatment Plan?*

Administer medication as per the *Management and Emergency Treatment Plan.*

YES

Once the emergency has been appropriately dealt with, a student Accident/Incident Reportwill need to be completed.

**IN THE CASE OF AN EMERGENCY**

An educator can administer medication in an emergency situation when consent is given verbally by:

* a parent or a person named in the child’s enrolment record as authorised to consent to administration of medication
* a registered medical practitioner or an emergency service worker if a parent or a person named in the enrolment record cannot be reasonably contacted in the circumstances.

Administer the medication as per the *Authority to Administer Prescribed Medication form.* The administration of medication must be checked and witnessed and the *First Aid and Medication Register* signed by the medication administrator and witness.

Parent/carer completes the *Authority to Administer Prescribed Medication form* upon arrival at preschool. No medication is to be administered without prior written consent by a parent/carer.

NO

Complete the *First Aid and* *Medication Register* located near the First Aid Box

**In the case of an asthma or anaphylaxis emergency**

Medication can be administered to a child WITHOUT AN AUTHORISATION in the case of an asthma or anaphylaxis emergency.

The parent/carer and emergency services must be notified as soon as practicable.