

Medical Conditions

Effective Date

Term 2, 2024

Policy

Statement: The school will minimise risk by providing a safe and supportive environment for all children and families. Staff will be trained and supported to respond to and manage medical conditions to ensure the safety and wellbeing of children, staff and visitors.

Background: We will support children and families with acute, existing or emerging medical conditions and needs in a safe, secure and confidential environment. Some of the medical conditions might include but are not limited to asthma, diabetes, allergies, anaphylaxis, etc.

Relevant Legislation: Commission for Children and Young People Act 1998(NSW); Work Health and Safety Act 2012 (NSW); Anti-Discrimination Act 1977 (NSW); Disability Discrimination Act 1992; *Privacy Act 1988*; Children and Young Persons (Care and Protection) Act 1998; Education and Care Services National Law Act 2010; Education and Care Services National Regulations 2011; Work Health and Safety Act 2011.

Key resources: Staying Healthy: Preventing infectious diseases in early childhood education and care services, 2013

National Regulations

90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception of authorised requirements – anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication

Before Enrolment

Families are asked to provide medical information about their child to ensure that the school is aware of any existing medical conditions, including anaphylaxis, asthma, allergies, food intolerances, etc.

1. If a child has anaphylaxis or asthma, their doctor must provide the school with their management plan.
2. If a child has another medical condition (other than asthma or anaphylaxis) a Medical Management and Minimisation Plan must be provided by the doctor or developed with the Teacher during the orientation interview with the family before the child starts. This plan must be updated as the needs change or reviewed yearly. This plan is discussed by the whole team that works with the child.
3. All management plans (asthma, anaphylaxis and Medical Management and Minimisation Plan) must be displayed in the classroom environment for all staff (including casual staff).
4. Families are to be directed to the School Website where they can find a copy of this policy.

On going

1. It is the responsibility of parents to ensure all medication (asthma puffers, anaphylaxis EpiPen's, antihistamines) to be in transparent, sealed container or bag, clearly labelled with the child's name and up to date.
2. It is the responsibility of the teacher to ensure that the medication is kept in an accessible location, known to casual staff and out of reach of children.
3. Parents will be reminded by the school to provide updated medical information at the beginning of each school year through a digital form provided by the front office.
4. If an educator becomes aware of an emerging medical condition, or if a current condition changes, the teacher should meet with the family to develop a Medical Management and Minimisation Plan.
5. When a child is required to take a medication at school, parents must complete a medication authority form. This form can be accessed using this [link](#), or within in the current parent's section of the school website.
6. All staff are to maintain their First Aid Certificate (every 3 years) including anaphylaxis and asthma training (yearly).

Record Keeping

1. All medical records must be kept in Compass, including medication authority forms, medication administered records, asthma plans, anaphylaxis plans and medical management and minimisation plans. A copy can be retained by the classroom teacher or service.
2. When a medication authority form has been filled, or the course of the medication is complete, it is to be given to the front office. A copy of the completed form with information of administered medication is emailed to the parents and stored on the student's Compass record.

Excursions

1. There is a checklist for all excursions, some items include:
 - Generating and printing an event handbook through Compass, which includes and highlights allergies, anaphylaxis and other medical conditions
 - Digital roll with columns for allergies, anaphylaxis and other medical conditions highlighted
 - All asthma and anaphylaxis management plans.
 - All Medical Management and Minimisation plans.
 - All other health plans
2. All medication is to be collected on the camp/ excursion by the teacher and kept in a clear plastic container. The medication is to be clearly labelled with the child's name and dosage as per the Medication Authority Form.
3. The only exception to the above is for asthma puffers and EpiPen's, which the student is required to always have on their persons, if the student is of suitable age and maturity.

Administration of Medication

1. Only teachers and early childhood educators are to administer medication according to the administration of Medication Authority Form. Each dose must be recorded on the printed copy of the form.
2. If a student is required to take medication that is not on the medication authority form (i.e. from the anaphylaxis or asthma action plan, or due to a medical emergency) parents must be contacted as soon as practical.
3. Parents may give verbal permission for children to be administered Panadol, this must be recorded on the student's compass record.
4. If a student has been given any medication not included on a medication authority form, it must be recorded on the student's Compass profile.
5. No child is allowed to self-administer medication, all children must take the medication in the presence of a teacher.
6. The only exception to the above is where the student is of suitable age and maturity (for example high school children) and this has been previously agreed upon.