



Dealing with Medical Conditions

Reviewed: 25/07/2019 Next Review: August 2020

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulation 168(2)(d) Education and care service must have policies/procedures • Regulation 90 Medical conditions policy • Regulation 91 Medical conditions policy to be provided to parents • Regulation 92 Medication record • Regulation 93 Administration of medication • Regulation 94 Exception to authorisation requirement--anaphylaxis or asthma emergency • Regulation 95 Procedure for administration of medication • Regulation 96 Self-administration of medication
NSW Department of Education policy, procedure or guidelines	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01- Implementation document Anaphylaxis Procedures for Schools • Anaphylaxis information • Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures (PDF 532KB) • Risk management plans must be developed for individual children at risk of anaphylaxis. The department has a guide (PDF 139.57KB) in completing risk management plans • Information and related materials about health conditions such as asthma, diabetes and children diagnosed at risk of anaphylaxis • Individual health care planning information • Administering prescribed medication at school
National Quality Standard(s)	<p>2.1.1: Each child's health needs are supported. 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines. 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</p>
Preschool Handbook reference	<ul style="list-style-type: none"> • Preschool Handbook (PDF 7.2MB) – Wellbeing page 29 - 31
School policy or procedure	<p>ASCIA Information for Schools and Childcare ASCIA Action Plans for Anaphylaxis and Allergic Reactions</p>

Supporting Health Care Needs

While parents have primary responsibility for managing their children's health, staff need to work with parents to support their children's health care needs while they are at preschool. This may involve giving medication, performing health care procedures or developing an individual health care plan.

An individual health care plan is needed for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis, is at risk of an emergency reaction or requires health care procedures. Staff in local

education services offices are available to support the development of individual health care plans especially when a child has an emergency care need such as anaphylaxis or another complex health care need.

If a child enrolled at the preschool has a specific health care need, allergy or other medical condition parents must be provided with a copy of the Department's student health policy. When a preschool child with an individual health care plan transitions to Kindergarten, staff need to give parents a copy of the current plan and encourage them to discuss it with the school at enrolment. This will help teachers plan for the child's health care needs in the new setting.

Anaphylaxis

All preschool staff should be aware of children with allergies and consider ways to reduce their exposure to known allergens. Anaphylaxis is a severe life-threatening allergic reaction and needs to be regarded as a medical emergency. In most cases, anaphylactic reactions can be prevented with precautions to avoid the known allergen, however, when anaphylaxis occurs an emergency response is required.

Parents need to advise the school if their child is diagnosed with an allergy and is at risk of anaphylaxis. The implementation of Anaphylaxis Procedures for Schools 2012 is mandatory for NSW government schools and preschools. These include information on the management of severe reactions at preschool as well as the development of individual health care and emergency response plans.

The Department of Education requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA.

Children and their parents will not always be aware that they have a severe allergy. To reduce the risk of exposure to a high-risk allergen, preschools may decide in consultation with their community, to ask families not to bring nut or nut products to the preschool site or to preschool activities. Preschools should also review their program to make sure that they do not support the use of these products.

Regulation 136 of the Education and Care Services National Regulations state that at least one person who has undertaken approved anaphylaxis training and one who has undertaken approved emergency asthma training must be in attendance and immediately available at all times.

As with the First Aid requirement this person may be located in the school as long as they are available in an emergency. Each school needs to consider how they will meet this requirement.

Implementation of Dealing with Medical Conditions Procedure

- Families must indicate on their child's enrolment form (pages ten and eleven) if their child has a medical condition or allergy.
- The teacher or Principal must consult with the family to develop an Individual Health Care Plan for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis, is at risk of an emergency reaction or requires health care procedures.
- It is the responsibility of the preschool teacher to provide families with a copy of their child's completed health care plan, this procedure and the DoE student health policy, if requested.
- Children's personal emergency medication and emergency response plans are stored in an unlocked cabinet out of children's reach within the laundry of Oak Flats Public School Preschool. Emergency response plans are also displayed in the Preschool laundry, Preschool kitchen area, casual teacher folder and in the Oak Flats Public School main office.
- The "general use" Ventolin and Epi-pen are also stored in an unlocked cabinet out of children's reach within the laundry of Oak Flats Public School Preschool.

- DoE requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA.
- As part of the Individual Health Care Plan, risk management and communication plans for children at risk of anaphylaxis or any child with health related issues, must be developed. It is the responsibility of the preschool educators to implement these.

Medication

- All school staff must follow the Department's *Student Health in NSW Public Schools* policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.
- In general, our preschool will not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.

The following procedures apply to giving medication:

- On arrival, parents give the child's medication to an educator for safe storage.
- All non-emergency medication will be stored in a cupboard or container in the refrigerator, out of reach of children in a secure area.
- Medication must be in its original packaging with a pharmacy label which states the child's name, dosage instructions and current use-by date.
- Medication without this labelling will not be given.
- When an educator administers medication to a child, he/she will record this information and another staff member will verify that the medication was administered as prescribed.
- The record will include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This will be made available to parents for verification.
- Permission forms to give medication for a prolonged period will be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan.
- Parents will be encouraged to advise if a child is on medication, even when it is not given at the preschool.
- All medication forms will be stored in the school for the specified period of time as required by regulation.
- There may be times when emergency medication needs to be given to children in the preschool. This will be documented in the medication book (particularly for conditions such as anaphylaxis)

- If an emergency occurs, that has not been documented in the emergency response section of the individual Health Care Plan, preschool staff will provide a general emergency response, which may involve calling an ambulance.

Nappy changing and other toileting procedures

- If a child who wears nappies enrolls in the preschool, a nappy changing area will be organised with a sink nearby. This will be separate from craft and food preparation areas.
- If a child enrolls with a medical condition that requires specific support for toileting, for example catheterisation, an individual health care plan, procedures, and staff training will be in place.