



Procedure related to dealing with medical conditions in children

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.1	90 91 92 93 94 95	Student health in NSW schools: A summary and consolidation of policy

How are medical conditions managed in preschool? Who follows-up to consult with the family to develop an Individual Health Care Plan before they commence preschool?

On enrolment, parents communicate any medical conditions with staff. The preschool teacher will organise a meeting with the family to go through the medical condition. Parents must supply an action plan from the doctor. In consultation with the family a risk minimisation and communication plan will be developed. The child is not able to start preschool until all 3 plans are complete and any medication has been provided. The preschool teacher will supply the family of the the Department's Student Health in NSW Schools policy.

How is medical information documented on the enrolment form by the family, shared with preschool staff? How are all educators, including casual and relieving, made aware of children with health conditions?

All staff across the school are made aware of children with health conditions. A photo is displayed at a staff meeting and the teacher provides staff with relevant information. This is recorded in the minutes to be shared with any staff who may have been absent. Staff are made aware of where our medical wall is which contains children's action plans and medication. All relevant information is included in our casual folder for relieving staff. All casual teachers new to the school have a preschool induction before children arrive in the morning.

Which staff members hold the ACECQA approved first-aid, anaphylaxis and asthma qualifications (combined these qualifications are known as HLTAID004)?

Most Preschool staff including the Assistant Principal (Emilia Farkas), Principal (Lee Sibir), SLSO (Benna Chojnacki) and preschool teacher (Natalie Greenwood) holds the ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004)

What mandatory Department first aid, anaphylaxis and asthma training do staff complete?

All staff P-6 complete the mandatory Department first aid, CPR, anaphylaxis and asthma training

Describe the process for the administration of medication.

Parents/carers will let educators know that their child requires medication and the reason. Educator will give parent/carer a medication form. Educator will check medication pharmacy label to ensure it has the child's name, it is in original packaging, dosage instructions and use-by date. Non-prescription medication will not be administered except when accompanied by a letter from a doctor stating the dosage instructions for that child. Educator will check that the medication form is completed correctly and then sign to state they have received the medication. (we initialled after we had checked it)

Medication will be stored appropriately, either in a spare medication bag labelled with the child's name or kept in the staff fridge which is behind a child proof gate. Emergency medication such as Ventolin or Epi-Pens will be stored in the medical bag located in the preschool staff office, which will be taken with educators whenever we leave the preschool (such as library visits). There is an additional epi pen in our office first aid kit for children who are over 15kg. If we have a child who meets this criteria it will be placed in the travelling kit.

When a staff member administers medication to a child, the staff member records this on the medication form and another member of staff verifies before the medication is administered as prescribed.

Where a child is on long term medication, the form will be kept in a plastic sleeve on the medication wall with the child's name and photo. Medication can remain on premises and educators will inform parent/carer when medication is low.

Note- in the case of anaphylaxis or asthma, emergency medication can be administered without parental consent.

Does the school require staff complete the e-Administration of medication course? Note- there is a DoE online course titled e-Administering prescribed medication at school (e-APMS), available through MyPL. The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained.

All Preschool staff have completed the e-Administration of medication course. If regular staff are away, casual staff are to call the office to call for a qualified person to administer the medication.

Where are completed medication records stored?

Completed Medication records are stored in a labelled file in the filing cabinet to be archived at the end of the year until the child is 25 years old.

Where in the preschool are children's personal emergency medications and a copy of their emergency response plans stored?

Children's personal emergency medications and a copy of their emergency response plans are stored in the staff office on the felt wall. It is clearly grouped in classes. The blue wall are children in the Adventurers group (Mon - Wed) and the red wall is children in the Explorers group (Wed - Fri) On the wall for each child, staff can find action plans with the child's photo and a medical bag containing a copy of the action plan and any medication required. Each term we will ask a family member to revise their child's plan and if there are no changes, they date and sign the plan.

Families are to immediately inform us of any changes of a child's plan or medication changes. We confirm any changes every Term.

Where are the 'general use' Ventolin and Epi-pen stored? Note- these should each be stored with a general emergency management plan.

General use Ventolin and Epi-pen are stored in the staff office with a red sign stating, 'EPIPEN KEPT HERE. ASTHMA PUFFER KEPT HERE'.

Who monitors medication expiry date/s (including children's individual medications)? When / how often is this monitored?

Staff monitors the medication expiry of children's individual medication general use medication at the end of each term. Reminders are issued to parents and/or the office as appropriate to be replaced. The expiry dates for all medication is also labeled next to each child's medical bag.

Confirm that in an emergency situation, emergency medication (EpiPen or Ventolin) can be administered without parental authorisation.

In an emergency situation, emergency medication can be administered without parental authorisation.

Reviewed September 2022