

# Medical Condition and Administration of Medication Policy

## Introduction and Purpose

Children may be subject to a medical condition and may require the administration of medication whilst in care. Medical conditions include, but are not limited to, asthma, diabetes, seizure management or an allergy diagnosis that a child is at risk of anaphylaxis. In some cases, these conditions can be life threatening.

The Approved Service is committed to seeking appropriate wellbeing outcomes for all children, including those diagnosed with a medical condition or requiring the administration of medication. This requires all Educators and staff to have appropriate knowledge and abilities to effectively manage these situations. Educators and staff seek to work collaboratively with families to promote the safety and wellbeing of children

## Procedure

### **Enrolment**

- Enrolment forms will seek information that a child has been diagnosed with a medical condition.
- Parent/guardians must supply accurate information, on the enrolment and permission form, about their child/rens medical condition/s and medication needs. An action plan, completed by an appropriate medical practitioner, is required before enrolment can proceed. These medical conditions include, but are not limited to, the following:
  - Asthma
  - Anaphylaxis and allergy
  - Diabetes
  - Seizures
- A Medical Condition Risk Minimisation and Communication Plan, and a Medication Administration Permission Record will be completed during enrolment for children with a known medical condition requiring a medical Action Plan or medication.
- The Approved Service is to provide the Medical Condition Risk Minimisation and Communication Plan, medical Action Plan and Medication Administration Permission Record to the Educator before care may commence.
- The Approved Service will communicate with all current clients at the specific FDC service when a child with a medical condition enrolls for care, when it is necessary to control allergens in the environment.

### **Medical Condition Risk Minimisation**

- Educators, staff, and parents are to follow the guidelines as outlined on the Medical Condition Risk Minimisation and Communication Plan and the medical Action Plan.
- Parent/guardians must supply all medication/s, as prescribed on the action plan, each time the child is in care. Failure to do so will result in care being denied. All medications must be handed to the Educator upon arrival.
- Educators are to ensure that each child has all medication/s, as outlined on the action plan, each time the child is in care. Educators are to deny care if the medication/s is not provided, expired or otherwise unsuitable.
- The Medical Condition Risk Minimisation and Communication Plan and Action Plan will be located at the service in an easily accessible location. The Educator will ensure to inform those providing relief care or performing Educator Assistant care of any medication conditions and action plans.
- Educators are to proactively monitor children's health and wellbeing and raise any suspected medical conditions with families.
- Parents are to provide an updated action plan to the Approved Service and Educator annually or as reviewed/changed by a qualified medical professional.

### **General**

- A child cannot attend a service where paracetamol or ibuprofen has been given to mask a condition that could lead to other children becoming unwell or infection control being compromised.
- Parent/guardians are responsible for informing and updating the Approved Service as well as the Educator about their child/ren's medical condition/s and medication needs.
- Educators and staff will adhere to privacy/confidentiality guidelines when managing individual health needs.
- Educators and staff working with children are required to attend accredited CPR training annually and First Aid training, including asthma and anaphylaxis management, every three years.
- Elements of health and wellbeing will be reflected in the curriculum framework.

## Administration of Medication

- Medication can only be administered with written authorisation from a parent/guardian. Written permission may be given via the Medication Administration and Permission form, the Enrolment form (e.g. Paracetamol and/or Ibuprofen) or other written communication that includes all relevant information.
- Educators are to complete the Medication Administration and Permission Record each time medication is given.
- The requirements to administer medication must be adhered to for any medication. The requirements to administer medication are as follows:
  - Ensure the medication is prescribed by an appropriate medical practitioner, have the original label details and be in the original container.
  - Parent/guardian sign and date the Medication Administration Form.
  - Indicate any special instructions regarding medication or administration.
  - Educator to sign the Medication form indicating administration has occurred.
  - Ensure medicine has the child's name and prescribed dosage on the printed label and is not expired.
  - Store medication, as per instructions on label, in a locked container with the exception of EpiPen and asthma medication, which are to be inaccessible to children.
  - Parent must provide a doctor's letter if the amount of medication required is above what is prescribed on the container or for the child's age.
  - Educators ensure required medication is taken on excursions.
  - Parent provide written instructions regarding dosage from a health professional providing dispensing any homeopathic, naturopathic, over the counter or non-prescribed medications.
- The parent/guardian or authorised person (as per enrolment documentation) should be contacted before the 'once off' administration of Paracetamol or Ibuprofen but the Educator may administer this 'once off' dose if concerned about the child's wellbeing. Written permission for an Educator to deliver a 'once off' dose of Paracetamol or Ibuprofen is obtained within the enrolment documentation. Please note that the administration of Paracetamol or Ibuprofen must be accompanied by the request for the child to be collected from care and must never be used to facilitate the child continuing through the day in care.
- All services are required to be equipped with paracetamol or ibuprofen appropriate to child's age with a current used by date for emergency situations as authorised on the enrolment form.
- The Approved Service may permit a child, over preschool age, to self-administer medication if written permission is provided by the parent/guardian. The parent is to train the child in the self-administration process, and they are to be supervised by the Educator at the time of administration.
- Educators are to provide children's medication administration and permission forms to the Approved Service.

## Emergency Response

- The Educator should monitor all children, especially those with an Action Plan, for potential indicators.
- The Educator must follow the procedure on the Medical Condition Risk Minimisation and Communication Plan and the Action Plan in the event of an incident related to the child's medical condition.
- The Educator should administer medication, as prescribed by an appropriate medical practitioner, and call an Ambulance (000). The Educator should then contact the Approved Service so assistance can be organised and inform the family.
- For children without a known medication condition, call an Ambulance (000) in the event of an emergency.
- The Educator should provide first aid, including CPR when necessary, within the limit of their ability.

## Reference/Source

National Health and Medical Research Council - Staying healthy in childcare 5th Edition

National Health and Medical Research Council [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011. Part 4.2 – 86, 90, 91, 92, 93, 94, 95 & 96.

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 2.