



MEDICAL CONDITIONS AND MEDICATIONS POLICY

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Responsible person	Nicole Crook	Scheduled review date	Feb 2020

INTRODUCTION

The primary objective of this document is to set the policy and procedures relating to medication and medical needs. To ensure that all children continue to have their health requirements met while in our care.

PURPOSE

Patersonia will work closely with children, families and where relevant schools and other health professionals to manage medical conditions of children. We will support children with medical conditions to participate fully in day to day life at Patersonia in order to promote their sense of wellbeing, connectedness and belonging. Our staff will be fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality.

POLICY

Dealing with medical conditions

- Families will be asked to inform Patersonia of any medical conditions the child may have at the time of enrolment
- This information will be recorded on the child's enrolment form and entered into student data systems. Information on file will include details of
 - current medication (in case of an emergency admission to hospital where parents can't be contacted)
 - allergies or sensitivities
 - immunisation status
 - details of conditions such as asthma, bed-wetting etc.

- authorisation for obtaining medical treatment
- emergency contact details of parents
- Upon notification of a child's medical condition, Patersonia will provide the family with a copy of this policy.
- Specific or long term medical conditions will require the completion of a Medical Management Plan developed in conjunction with the child's doctor and family.
- Where a child has need of prescribed medication parents should complete the Medical Management Form on enrolment and after consultation with Patersonia staff, and supply an Emergency Management Plan from the child's doctor where applicable. The plan is to include the child's name and photograph, step by step emergency action required and parent contacts.
- Patersonia will work in conjunction with parents to create the Medical Management Plan.
- Content of the Medical Management Plan will include:
 - Identification of any risks to the child or others by their attendance at Patersonia.
 - Identification of any practices or procedures that need adjustment at Patersonia to minimise risk e.g. food preparation procedures.
 - Process and time line for orientation or training requirements of staff.
 - Methods for communicating between the family and staff if there are any changes to the child's medical management plan.
- The Medical Management Plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition including, but not limited to, asthma and diabetes. All staff including volunteers and administrative support will be informed of any special medical conditions affecting children and orientated regarding the necessary management. In some cases specific training will be provided to staff to ensure that they are able to effectively implement the medical management plan.
- Where a child has an allergy, the family will be asked to supply information from their doctor explaining the effects if the child is exposed to whatever they are allergic to and to explain ways the staff can help the child if they do become exposed. An Action plan for Allergic reactions must be filled out by parents for display at Patersonia.
- Where possible Patersonia will endeavour to not have that allergen accessible in Patersonia.
- All medical conditions including food allergies will be advised to all staff via a confidential register. It is deemed the responsibility of every staff member at Patersonia to regularly read and refer to the list.
- All relief staff will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving that child.
- Where a child has a life threatening food allergy and Patersonia provides food, Patersonia will not serve the particular food allergen in Patersonia when the child

is in attendance and families will be advised not to supply that allergen for their own children. Families of children with an allergy may be asked to supply a particular diet if required (e.g. soy milk, gluten free bread).

- Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods) the child with a food allergy will be seated separately during meal times and all children will wash their hands before and after eating. Where possible Patersonia will seek to have all children try a non-allergenic substitute rather than separate children.
- Where medication for treatment of long term conditions such as asthma, epilepsy, diabetes, anaphylaxis or ADHD is required, Patersonia will require correct dosage of any medication as prescribed and information on how the condition is to be managed in Patersonia's environment.
- This document should be read in conjunction with the Asthma and Anaphylaxis Management Policies.

Immunisation

Proof of the immunisation status of students must be provided with enrolment forms.

Administration of Medication

- Prescription medication will only be administered to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. Non-prescription medication will not be administered at Patersonia unless authorised by a doctor.
- Staff will only administer medication during services operating hours.
- In the event that a case of emergency requires verbal consent to approve the administration of medication, Patersonia will provide written notice to the family as soon as practical after administration of the medication.
- An authorisation is not required in the event of an asthma or anaphylaxis emergency however the authorisation must be sought as soon as possible after the time the parent and emergency services are notified
- Families who wish for medication to be administered to their child at Patersonia must complete the Medical Management Form and the Medication Register providing the following information;
 - Child name
 - Method of administration
 - Medication name
 - Time and date of last dosage
 - Dosage
 - Time to be administered
- Medication must be given directly to a staff member and not left in the child's bag. Staff will store the medication in a designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times.

- If anyone other than the parent is bringing the child to Patersonia, a written permission note from the parent, including the above information, must accompany the medication.
- Before medication is given to a child, the staff member (with current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another staff member who will also witness the administration of the medication.
- After the medication is given, the staff member will record the following details on the Medication Register: Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.
- Where a medical practitioner's approval is given, staff will complete the Medical Management Form and the Medication Register and write the name of the medical practitioner for the authorisation.

For students in Grade 3 and above

- An exception to the procedure is applied for asthma medication in which case the child may carry their own medication on their person with parental permission. Where a child carries their own asthma medication, they should be encouraged to report to an educator their use of the puffer as soon as possible after administering and Patersonia maintain a record of this medication administration including time, educator advised and if the symptoms were relieved. The child must also ensure that if they are participating in physical activity that their medication is given to a staff member to hold to avoid damaging the medication.
- If a child requests Panadol, or a staff member deems Panadol appropriate, the parent or a responsible adult must be contacted for permission.
- Staff are not legally obliged to administer medication but will do so if it is practicable. Students are supervised by staff as they take medication.

RESPONSIBILITIES

1. The Board will:

- Regularly review this policy in line with the Policy Review Schedule and any relevant change in legislation or standard practice.

2. The Business Manager will:

- Ensure that the induction process includes training in this policy.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board, as appropriate, on the effectiveness of the management systems.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

3. All staff and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy and undertake actions consistent with it both on and off site.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to improve the policy.

RELATED DOCUMENTS

Education and Care Services National Law 2010 (s167, 173)

Education and Care Services National Regulations 2010 and 2014 Update (r90, 91, 92, 93, 94, 95, 96, 178, 181, 182, 183, 184)

www.allergy.org.au – Action plan for Allergic reactions

Disability Discrimination Act 1975

Work Health and Safety Act 2011

Individual Medical Management Plans and corresponding resources.

National Quality Standard (2)

Guardian Handbook

Enrolment and Orientation Policy

Providing a Child Safe Environment Policy

Management of incident, Injury, Illness and Trauma policy

Administration of First Aid policy

Medical Management Form

Medication Register

Medical Management Plan

Asthma Risk Minimisation Plan