**Ashcroft Public School Preschool Procedure**

**Dealing with medical conditions**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(d)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)[Regulation 90](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s90.html) [Regulation 91](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s91.html) [Regulation 92](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s92.html) [Regulation 93](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s93.html) [Regulation 94](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s94.html)[Regulation 95](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s95.html) [Regulation 96](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s96.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01
* Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures
* Risk management plans
* Information about health conditions
* Individual health care planning
* Administering prescribed medication at school
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| **Key resources:** |
| [ASCIA Information for Schools and Childcare](https://www.allergy.org.au/)[ASCIA Action Plans for Anaphylaxis and Allergic Reactions](https://www.allergy.org.au/) |
| **Procedures:** |
| * Families are requested to indicate on their child’s enrolment form on pages ten and eleven if their child has a medical condition or allergy. If so, after receiving the completed form, and before the child commences, the teacher and/or principal will discuss the child’s particular needs at a pre-commencement interview.
* Educators will 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.
* The teacher or school nurse will consult with the family to develop a 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. Parents and caregivers will receive a copy of their child’s health care plan once completed.

Further information about developing individual health care plans is available at: [www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhc plan/index.php](http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhcplan/index.php)* As part of this process, the teacher will consult with the family to develop an individual risk management plan for the child. This will be discussed with the family and their input sought. The preschool educators will then be responsible for implementing the preventative action listed on the plan.
* Furthermore, as part of the health care plan, the teacher will develop a communication plan to ensure all relevant staff members and volunteers are informed about the child’s emergency management plan risk minimisation plan for the child.
* If a child with anaphylaxis enrols in the preschool, all families will be notified by way of a written notice, requesting they not pack the particular trigger foods in their own child’s lunch.
* If a child enrolled at the preschool has a specific health care need, allergy or other medical condition parents will 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, the preschool teacher will give their parents a copy of the current plan and encourage them to discuss it with the school at enrolment.
* Children’s individual emergency medication (i.e. Ventolin, Epi-pen) are stored in the kitchen with the child’s emergency action plan. These are stored in plastic containers on the shelf.
* The preschool will maintain a general use Ventolin and Epi-pen (Jnr and full size), to be available for use in an emergency.
* To ensure all staff members are aware of the children with medical conditions, a summary will be made and displayed on our preschool fridge and in the preschool casual folder.
* The Department of Education requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA
* Management of diabetes in children at our service will be supported by the child having in place an Diabetes Management Plan and appropriate education by Westmead Children’s Hospital or Sydney Children’s Hospital for educators.
* If a child with diabetes enrols, the principal will ensure at a staff meeting that all educators are aware of the signs and symptoms of low blood sugar including the child presenting pale, hungry, sweating, weak, confused and/or aggressive. Signs and symptoms of high blood sugar include thirst, need to urinate, hot dry skin, smell of acetone on breath
* Whenever a child with diabetes is enrolled at our service, or is newly diagnosed as having diabetes, a communications plan will be developed to inform all relevant educators of:

-the child’s Risk Minimisation Plan; -where the child’s Diabetes Management Plan will be located; -where the child’s insulin/snack box etc. will be stored; * Juice on hand for low blood sugar levels
* CGM sharing for an educator whilst at preschool if available
* Glucagon Pen storage and training provided for the educator

-which educators will be responsible for administering treatment. * If a child who wears nappies enrols 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 enrols with a medical condition that requires specific support for toileting, for example catheterisation will need an individual health care plan.
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