



ASHCROFT PUBLIC SCHOOL

Dealing with Medical Conditions

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 90 Regulation 91 Regulation 92 Regulation 93 Regulation 94 Regulation 95	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy Allergy and Anaphylaxis Management within the Curriculum P-12
Pre-reading and reference documents		
Australasian Society of Clinical Immunology and Allergy (ASCIA) ASCIA Guidelines for the prevention of anaphylaxis in schools ASCIA Risk management strategies for schools, preschools and childcare services National Asthma Council Australia Epilepsy Australia Diabetes Australia		
Procedure		
Mandatory Training	<ul style="list-style-type: none"> • The Department on Education requires all staff to undertake mandatory training to obtain health and safety for all Preschool educators. These include: <ul style="list-style-type: none"> - Provide CPR (annually) - Anaphylaxis training (annually) - Anaphylaxis e-learning (bi-annually) - E-emergency care (tri-annually) - E-administration of prescribed medication at school (tri-annually) • Both preschool educators hold a current HLTAID012 Provide First Aid in an education and care setting, First Aid in Education and care setting. The school also has a nominated First Aider who can be called upon should they be needed. All records of training for school staff are located in the school office. Preschool staff records are kept in the preschool staff information folder. • 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. These are kept out of reach of children. These will be monitored by the School Administration Officer – (SAO) each term to ensure all items are in date. • To ensure all staff members are aware of the children with medical conditions, a summary will be made and displayed on our preschool 	

	<p>fridge and in the preschool casual folder.</p> <ul style="list-style-type: none"> • In an emergency, emergency medication such as an EpiPen or Ventolin can be administered without parental authorisation. Parents have already provided consent for this on the <i>Application to Enrol in an NSW Government Preschool</i> enrolment form.
<p>Dealing with Medical Conditions</p>	<ul style="list-style-type: none"> • 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. • Parents are given the necessary forms to complete and are directed to their family doctor to have them complete the relevant medical management or action plan. • The preschool teacher 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. Families are given a copy of the <i>Department's Student Health in NSW School's</i> policy. 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 and a parent or carer signature is included for verification. The preschool educators will then be responsible for implementing the preventative action listed on the plan. Families are given copies of the communication plan and current preschool procedures relating to medical conditions in children. • Further information about developing individual health care plans is available at: https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/individual-planning • 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. • Families are required to provide the school with relevant medication and fill out the appropriate medication record according to the procedure below. • If a child with anaphylaxis enrolls 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. • 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. • 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. • Management of diabetes in children at our service will be supported by the child having in place a Diabetes Management Plan and appropriate education by Westmead Children's Hospital or Sydney Children's Hospital for educators. If a child with diabetes enrolls, 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: <ul style="list-style-type: none"> - the child's Risk Minimisation Plan;

	<ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> • If a child enrolls with a medical condition that requires specific support for toileting, for example catheterisation, they will need an individual health care plan.
<p>Administration of Medication</p>	<ul style="list-style-type: none"> • All school staff must follow the Department's <i>Student Health in NSW Public Schools</i> 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. • Medication will only be administered to a child with written parental consent (noted on the <i>Medication Record</i>), except in the case of an anaphylaxis or asthma emergency. In some cases, the medical practitioner may prescribe an over-the-counter medication. If so, our educators will follow the same procedures as for 'prescribed medications'. <p>The following procedures apply to giving medication:</p> <ul style="list-style-type: none"> • On arrival, parents give the child's medication to an educator for safe storage. • All non-emergency medication will be stored in a locked cupboard or locked container in the refrigerator, out of reach of children. • Individual emergency medication (Ventolin and Epi-pens) is stored in plastic containers, on the high shelf in the kitchen, with the relevant child's individual action plan. • 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. • The parent or carer must complete the first section of the medication record, documenting the dosage and administration details and authorising the medication to be administered to their child. • Nominated first aider 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 staff member will record 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 • Completed medication proforma stored in a folder in the preschool kitchen labelled Medication Records. 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 kept in the school until the child reaches the age of 25 years • There may be times when emergency medication needs to be administered to children in the preschool. This will be documented in the individual health care plan (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, will call an ambulance if required and contact the parents as soon as practical. • Communication plan for medical condition proforma has been completed with parent and educator and signed.

Sick Children	<ul style="list-style-type: none"> • The child will be separated from other children and made comfortable, whilst kept under supervision, for example lying on a pillow in book corner. • If the child is not well enough, the family will be contacted to collect them or arrange for a nominated contact to do so. • If the parent is called to collect a child early from preschool, the details will be documented in the Incident, Injury, Trauma or Illness record.
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Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.