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## Dealing with medical conditions in children procedure

### Caroline Chisholm Preschool Unit

Families place a high level of trust in educators to keep their children safe, including in the management of medical conditions and the administration of medication. Strict protocols and procedures are in place to ensure appropriate management of ongoing medical conditions and illnesses. Educators who are administering First Aid have undertaken ACECQA approved First Aid Training.

Information is collected during the preschool enrolment process regarding any known medical conditions. This includes the completion of a General Medical Information and Consent Form and a Management and Emergency Treatment Plan for identified conditions. Such a plan will detail the child's specific health support needs including administration of medication and other actions required to manage the child's condition. As educators are not qualified medical practitioners they will never attempt to diagnose a child's illness or decide on the dose of medication to be given. Consequently, educators will not:

- Administer medications, including non-prescribed/over the counter (OTC) medications to children without written parent/carer authority
- Perform any treatments without first receiving appropriate professional training
- Enrol a child without the completion of a General Medical Information and Consent Form being completed
- Enrol a child with special health needs without a Known Medical Condition Response Plan, and Risk Minimisation Plan being completed

#### **Informing nominated supervisor, staff members and volunteers of medical conditions**

Information regarding medical conditions must be located in a prominent area so that all staff members and volunteers have access to the information, particularly in emergency situations. It is the responsibility of all educators to ensure relief staff or volunteers are made aware of the location of this information.

#### **Information required from parents**

Parents and educators need to work together to manage the medical conditions and administration of medication for children during their time at preschool. Any relevant information that can help in the management of such conditions and illnesses should be communicated to educators as soon as practicable. In particular, parents/carers are responsible for:

- Completing the Known Medical Condition Response Plan during preschool enrolment, including indicating any known medical conditions

- Providing and Action Management Plan in consultation with the child's medical practitioner. This plan must be signed by the child's medical practitioner.
- Providing input to the Risk Minimisation Plan
- Advising educators of any changes to the child's medical condition or treatment including changes to known allergens, medication, side effects etc
- Advising educators of the child's general wellbeing or if there are any circumstances that may impact on their medical condition
- In the case that parents or guardians notified on children's enrolment are not able to bring medication to preschool for their child an additional permission form will be completed to allow medication to be administered at preschool.

### **Communicating this procedure with parents**

Parents of all children enrolled at the preschool are provided access to the Dealing with medical conditions in children procedure at the start of the preschool year. Parents can request additional copies of policies and procedures at any time.

### **Development of a Risk Minimisation and Communication Plan**

A Risk Minimisation and Communication Plan will be completed in consultation with parents/carers for all children at preschool with additional health needs. The Risk Minimisation and Communication Plan is completed in addition to the Known Medical Condition Response Plan. These plans will assess the risks relating to:

- the child's specific health care needs, allergy or medical condition
- any requirements for safe handling, preparation and consumption of food
- notification procedures that inform other families about allergens that pose a risk
- procedures for ensuring educators/staff/volunteers can identify the child, their medication and their Management and Emergency Treatment Plan
- procedures for ensuring that all appropriate processes have been put in place to minimise identified risks
- Considerations for modifications to the program Reviewed February 2018

*Reviewed March 2021*