



## Dealing with Medical Conditions in Children

Reviewed: 17/08/2021 Next Review: Term 3, 2022

<b>Education and care services regulation/s</b>	<ul style="list-style-type: none"> <li>• <a href="#">Regulation 168(2)(d)</a> Education and care service must have policies/procedures</li> <li>• <a href="#">Regulation 90</a> Medical conditions policy</li> <li>• <a href="#">Regulation 91</a> Medical conditions policy to be provided to parents</li> <li>• <a href="#">Regulation 92</a> Medication record</li> <li>• <a href="#">Regulation 93</a> Administration of medication</li> <li>• <a href="#">Regulation 94</a> Exception to authorisation requirement--anaphylaxis or asthma emergency</li> <li>• <a href="#">Regulation 95</a> Procedure for administration of medication</li> <li>• <a href="#">Regulation 96</a> Self-administration of medication (over preschool age)</li> </ul>
<b>NSW Department of Education policy, procedure or guidelines</b>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</a></li> <li>• <a href="#">Anaphylaxis Procedures for Schools</a></li> <li>• <a href="#">Anaphylaxis</a></li> <li>• <a href="#">Risk management plans</a> must be developed for individual children at risk of anaphylaxis.</li> <li>• The department has a guide for completing risk management plans. <a href="#">Support Materials</a></li> <li>• Information and related materials about <a href="#">health conditions</a> such as asthma, diabetes and children diagnosed at risk of anaphylaxis</li> <li>• <a href="#">Individual health care planning</a> information</li> <li>• <a href="#">Allergy and Anaphylaxis Management within the Curriculum P-12</a></li> <li>• <a href="#">Asthma</a></li> <li>• <a href="#">Administering prescription medication</a></li> </ul>
<b>National Quality Standard(s)</b>	<p><b>Quality Area 2</b>  <b>2.1 Health</b>          Each child's health and physical activity is supported and promoted.  <b>2.2. Safety</b>          Each child is protected.</p>
<b>Leading and operating department preschool guidelines</b>	<p><a href="#">Leading and operating department preschool guidelines</a></p> <p>Page 28 (staff only)</p>
<b>School policy or procedure</b>	<p><a href="#">Anaphylaxis Procedures</a></p>

### Supporting Health Care Needs

While parents have primary responsibility for managing their children's health, staff need to 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 and/or developing an individual health care plan.

An individual health care plan is needed for any child who is diagnosed with a medical condition. A medical condition is a condition that has been diagnosed by a medical practitioner. This may include, but is not exclusive to, the following conditions; anaphylaxis, asthma, epilepsy, diabetes, eczema, food or insect allergy.

Staff in local education services offices are available to support the development of individual health care plans especially when a child has an emergency care need such as anaphylaxis or another complex health care need.

If a child enrolled at the preschool has a specific health care need, allergy or other medical condition, parents must 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, staff need to give parents a copy of the current plan and encourage them to discuss it with the school at enrolment. This will help teachers plan for the child's health care needs in the new setting.

### **Anaphylaxis**

All preschool staff should be aware of children with allergies and consider ways to reduce their exposure to known allergens. Anaphylaxis is a severe life-threatening allergic reaction and needs to be regarded as a medical emergency. In most cases, anaphylactic reactions can be prevented with precautions to avoid the known allergen, however, when anaphylaxis occurs an emergency response is required.

Parents need to advise the school if their child is diagnosed with an allergy and/or is at risk of anaphylaxis. The implementation of Anaphylaxis Procedures for Schools 2012 is mandatory for NSW government schools and preschools. These include information on the management of severe reactions at preschool as well as the development of individual health care and emergency response plans.

The Department of Education requires all staff to undertake Anaphylaxis training annually. Both the online and face-to-face courses are approved by ACECQA.

Children and their parents will not always be aware that they have a severe allergy. To reduce the risk of exposure to a high-risk allergen, preschools may decide, in consultation with their community, to ask families not to bring nut or nut products to the preschool site or to preschool activities. Preschools should ensure their program supports and educates the children in regards to these restrictions.

Regulation 136 of the Education and Care Services National Regulations state that at least one person who has undertaken approved anaphylaxis training and one who has undertaken approved emergency asthma training must be in attendance and immediately available at all times.

### **Implementation of Dealing with Medical Conditions Procedure**

- Families must indicate on their child's enrolment form if their child has a medical condition or allergy.
- The family must supply an emergency care/response plan and current (in date) prescribed medication before the child commences preschool.
- The teacher or Principal must consult with the family to develop an Individual Health Care Plan for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy, anaphylaxis, a serious medical condition, is at risk of an emergency reaction or requires health care procedures.
- All permanent and temporary contracted educators must have a current Provide an emergency first aid response in an education and care setting HLTAID004 first aid certificate.

- All permanent and temporary contracted educators must have completed the department's online course - Administration of Medication in Schools
- All preschool permanent, temporary and casual educators must undertake current approved emergency asthma, anaphylaxis and CPR training annually as provided by the department. Both the online and face-to-face courses are approved by ACECQA
- It is the responsibility of the preschool teacher to provide families with a copy of their child's completed health care plan, this procedure and the DoE student health policy, if requested.
- Children's personal emergency medication (eg; Epi-pen/Ventolin) and emergency response plans are to be stored in the wooden storage cupboard adjacent to the laundry door of Oak Flats Public School Preschool.
- Emergency response plans are also displayed in the Preschool laundry, Preschool kitchen area, casual teacher folder and in the Oak Flats Public School main office.
- A "general use" Epi-pen and Ventolin are stored in:
  - a) the stationary first aid kit, a metal first aid box located on the laundry wall.
  - b) a red backpack located on a hook at the back door.
- As part of the Individual Health Care Plan, risk management and communication plans for children at risk of anaphylaxis or any child with health related issues, must be developed. It is the responsibility of the preschool educators to implement these.
- The children's personal medications expiry date and general condition must be checked at the start of each term. The action taken is documented and the parents are required to sign the Communication form.
- If an anaphylaxis reaction occurs an Epi-pen will be administered, "000" will be contacted to request an ambulance and the family will be immediately notified.

## Medication

- All school staff must follow the Department's *Student Health in NSW Public Schools* 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.
- Non-prescription medication (such as Panadol, Zyrtec, Claratyne) cannot be administered to a child, unless prescribed by a medical practitioner and verified in a written letter from them.
- Parents will be encouraged to advise if a child is taking medication, even when it is not given at the preschool.
- All medication forms will be stored in the school for the specified period of time as required by regulation.
- There may be times when emergency medication (not prescribed by a doctor) needs to be given to children in the preschool (eg; Epi-pen and/or Ventolin). The parent will be immediately

contacted and the action taken documented. If required "000" will be phoned and an ambulance requested.

**The following procedures apply to giving medication:**

- Staff must complete the Administration of Medication in Schools Course E Safety
- On arrival, the parent or carer hands the child's medication to a staff member for safe storage
- Medication can only be given to a child if it is in its original packaging with a pharmacy label stating:
  - the child's name
  - dosage instructions
  - a non-expired use-by date
- The parent or carer must complete the first section of the medication record, documenting dosage and administration details and authorising the medication to be administered to their child.
- All non-emergency medication is to be stored in a locked cupboard, or locked container in the refrigerator, out of reach of children.
- Emergency medication (EpiPen, asthma reliever medication) must be inaccessible to children, but not locked away.

Forms:

Medical record -long term

Medication authorisation-long term

Medication record

Individual emergency medication must be stored with a copy of the child's emergency management plan. When a staff member administers medication to a child, they must record the details on the medication record, with another member of staff witnessing that the medication was administered as prescribed. This is to be made available to the family for verification when they collect their child.

**Nappy changing and other toileting procedures**

- Refer to the preschool's Nappy changing, toileting and showering procedure.