

DEALING WITH MEDICAL CONDITIONS POLICY

NQS 2.1.2, 5.1.2, 6.2.2 February 2018 Regulation 168 (2) (d) Version 1.11

Roxby Downs Children's Centre is responsible for maintaining a safe and hygienic environment for families, children and staff, including preventing the spread of infection. This responsibility extends to ensuring that children attending the Children's Centre are healthy and therefore able to engage in appropriate play based experiences. Children who are unwell can quickly become unsettled and unhappy. Educators are not qualified to care for sick children and are not responsible for administering medication unless under the authority of a Medication Plan filled out by a Health Practitioner. If symptoms occur while the child is at the Children's Centre they will be documented on the 'Incident, Injury, Trauma and Illness' form and then this form will be kept in the child's file. **Parents / carers are asked to keep their mobile phone on / accessible at all times to ensure that they are contactable, and in the event of an illness or emergency, parents / carers will ensure that they or their child's nominated carer is able to collect the child.**

COMMON COLDS

Children with a common cold can still attend the Children's Centre. There are circumstances where the child will be excluded and these are:

- If the child becomes feverish or seems unwell and is not coping with the program
- If the nasal secretion is discoloured (thick and greenish) for several days. A medical clearance certificate will be requested, with information regarding whether the discharge is infectious and if the child is fit to attend the Children's Centre.

VOMITING AND DIARRHOEA

Children who are suffering from vomiting and / or diarrhoea should not attend the Children's Centre. Parents / guardians will be contacted and asked to collect their child within an hour from the Children's Centre if their child vomits and / or has diarrhoea. **The child will not be able to return to the Centre until all vomiting and / or diarrhoea has ceased for a period of at least 24 hours from the last episode, and the child is feeling well, as directed in 'Staying Healthy' 5th Edition.**

EYE / EAR DISCHARGE

Parents / guardians will be contacted if their child has a discharge from their eyes or ears and must collect their child within one hour as directed in 'Staying Healthy' 5th Edition. A medical clearance certificate will be requested, with information regarding whether the discharge is infectious and if the child is fit to attend the Children's Centre.

CHILDREN WITH HIGH TEMPERATURE READINGS

If an educator believes that a child's skin feels warm and / or clammy, or the child seems unwell, they will use a thermometer to gain an accurate reading of the child's temperature. The child's temperature will be taken by an electronic forehead thermometer. An 'Incident, injury, trauma and illness record' will be completed to record details for a child with a high temperature, and the parent will be asked to sign it

when collecting their child. **Educators have been trained in First Aid and will perform only what they are trained to do.** Educators will use a tepid flannel to help reduce a high temperature, may undress the child to their underclothes, and offer water, but will not use a cold compress or bathing an infant due to the risk of febrile convulsions. Educators are not qualified to diagnose symptoms when a child shows signs of sickness, and therefore, they will not administer any non-prescribed medication e.g. paracetamol to reduce high temperatures. Referral to a Doctor will be recommended.

If a child has a temperature above 38°C, the parents or emergency contact person/s, will be phoned and the educator will inform the parent or emergency contact person that they must make arrangements for the child to be collected within one hour. If the child's temperature increases and s/he does not respond to the undressing to underclothes and the parent / guardian / emergency contacts have not arrived in an appropriate timeframe or they cannot be contacted at all, then the educator will phone the SA Ambulance Service for advice and / or transportation to the nearest hospital if required. Educators will make their decision regarding appropriate action to be taken, based on 'duty of care' and the best interest of the child's well-being, health and safety. If an educator is advised by the SA Ambulance Service to transport the child to hospital, the Centre will arrange this and costs will be incurred by the family.

MEDICATION

NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED TO CHILDREN UNLESS AUTHORISED BY A DOCTOR AND ACCOMPANIED BY A WRITTEN MEDICATION PLAN.

Emergency contact numbers will be displayed at all telephones e.g. Ambulance, Poisons Information Unit, Roxby Downs Hospital.

PRESCRIBED MEDICATION

A written Medication Plan must be authorised by a Doctor and written on their surgery letterhead. A bottle / tube may be labelled by a Pharmacist, with the child's name, the dosage amount and the exact time to administer. Medication must be handed directly to an educator.

MEDICATION MUST NOT BE LEFT IN A CHILD'S BAG.

ONGOING CONDITIONS

Where medication is required for the treatment of long term conditions or complaints, such as Asthma, Epilepsy or Diabetes, the Children's Centre will require a Medication Plan from the child's medical practitioner or medical specialist detailing the medical condition of the child, the name and correct dosage of medication required and how the condition is to be managed. This should be reviewed annually. If a child's medication needs are irregular, the parent or carer is required to communicate directly with an Educator on arrival regarding their child's needs to ensure a consistent management approach. The Educator will record this information against the child's Medication Plan and ensure that other relevant Educators are aware of the child's needs for that particular day. In the case of children with chronic conditions that may be life threatening, alternative fast-acting oral medications, such as Ventolin for Asthma or an Epi-Pen for Anaphylaxis must be supplied by parents with the Medication Plan and then kept in a named snap-lock bag in the first aid cupboard. The enrolment form / medical forms completed by parents / guardians should disclose immediate measures to be taken in a life-threatening situation and educators will be informed of this at staff meetings or as appropriate. Children with ongoing health issues will have their photo, name and relevant information displayed on the outside of the kitchen fridges. Children who are Anaphylactic, will also have their photo and Action plan displayed in the Staff room.

Where necessary a risk assessment is undertaken to minimise any risks in relation to the relevant medical condition. Where possible, known items which may present a hazard to people with the diagnosed

medical conditions are eliminated and prohibited from the Centre. All families will be notified that a child with a medical condition is enrolled at the Centre and that certain items and foods are prohibited (names will be kept confidential).

NON-PRESCRIPTION MEDICATION

Non-prescription medications e.g. paracetamol, teething gel, anti-histamine, nappy cream etc. will not be administered by Educators unless supported by a written medication plan authorised by a Doctor and written on their surgery letterhead or a Pharmacist label specific to the child.

Educators will not:

- administer medication from a container that has another person's name on it
- administer medication that is past the "use by" date
- administer injections (except for an Epi-Pen)
- perform any task deemed a medical procedure

Educators will administer medication:

- if the child's medical practitioner has completed a Medication Plan
- if the medication is prescribed by a doctor and has the original label detailing the child's name, required dosage, storage requirements and current date
- when it has been given directly to an educator and stored in the first aid cabinet or the fridge
- after the educator has verified the correct dosage with another educator. After giving the medication, the educator will complete the necessary details on the Medication Day Sheet and have another educator co-sign it

Parents will:

- fill in the appropriate medication forms as requested by an educator
- not leave medication in a child's bag
- notify educators if children are taking any medication that may have possible side effects
- keep the Centre informed of any health and medical issues relating to their child
- ensure that they or their nominated carers are contactable at all times

CREATED: April 2013

REVIEWED:

TO BE REVIEWED: July 2018

SOURCED: Adelaide Women's & Children's Hospital
Staying Healthy in Child Care 5th ed
"You've Got What?" Prevention and control of notifiable and other Infectious diseases in children and adults. 3rd Edition 2005
Children's Services (Child Care) Regulations 1998
CHESS Website: www.chess.sa.edu.au
Anaphylaxis Australia Website

MEDICATION MANAGEMENT PROCEDURE

Requests for storage and supervision of medication

Roxby Downs Children's Centre can store and supervise only medication that has been prescribed by a doctor for the individual child, for the period of time specified.

Analgesics and other medications which can be purchased over the counter without a prescription will only be supervised by staff if they are prescribed. It should be noted that analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be used by staff as a standard first aid strategy.

Parents/Guardians must complete a medication record prior to any medication being given. The medication record must detail:

- Name of medication
- Details of when last administered (time/date)
- When to be administered (time/date)
- Dosage to be administered
- Method of administration
- Signature of Parent/Guardian

Storage of medication

The Children's Centre accepts and agrees to supervise only medication required during the period of supervision or care (for example, medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed). This minimises the quantity of medication held on site.

Medications will be stored strictly in accordance with product instructions (paying particular attention to temperature) and in the original container in which dispensed. Families may need to supply thermal carry packs to maintain safe temperature storage and for ease of transport on excursions. Storage will be secure with clear labelling and access limited to the staff responsible for medication storage and supervision.

Safe storage of medication requires, therefore, as a minimum standard, that the medication is:

- Prescribed by a doctor
- Provided by the parent or guardian
- Within the expiry date of the product delivered to staff as a daily supply
- Provided with written instructions from the parent, guardian or doctor
(These instructions must match those printed on the product packaging)

Supervision of medication

Educators are trained to supervise oral and measured dose inhaled medication. They are general not trained, and so cannot be expected, to routinely administer medication taken by other routes, for example eye and ear drops and ointments

Everyone supervising medication will ensure that:

- The right child
- Has the right medication
- And the right dose
- By the right route (for example, oral or inhaled)
- At the right time, and that they write down what they have observed

When an educator administers medication they will complete the medication record detailing:

- When the medication was administered (time/date)
- Dosage administered
- Method of administration
- Name and signature of educator administering medication
- Name and signature of witness

Asthma and anaphylaxis training is part of the HLTAID004 first aid training recommended for staff at education and care settings. In South Australia this includes administration of reliever asthma medication provided as part of an asthma first aid kit, for use by trained personnel and the use of epi-pens. Where a child has a diagnosed medical condition requiring medication, the Medical conditions Policy should be followed.

A child or student should not take his or her first dose of a new medication at the Centre: the child should be supervised by the family or health professional in case of an allergic reaction.

Medication error

If a child takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps will be followed:

- Ring the POISONS INFORMATION LINE 13 11 26
- Give details of the incident and client
- Act immediately upon their advice (for example, if you are advised to call an ambulance)
- Notify the child's or student's emergency contact person
- Document your actions
- Review medication management procedures at the worksite in light of the incident
- Notify the Director so an IRMS report can be made
- Complete a critical incident report and an accident/injury form

Self-management of medication

Some children can, on the advice of their parent or guardian and doctor, manage their own medication. This would be advisable only where it is part of a Health Plan, e.g. asthma medication