

MEDICAL CONDITIONS AND ALLERGIES POLICY

Policy Statement

Highgate School Outside School Hours Care (Highgate OSHC) promotes all aspects of children's health, ensuring that their individual health requirements are met, where possible, to ensure that children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.

Educators responsible for administering medications will be trained in the administration of medications. They will also know what first aid measures to take should an adverse reaction to the medication occur. Administering medication to a child is considered a high-risk practice, and legislative requirements contained within the Education and Care Services National Law Act 2010 are strictly adhered to by Highgate OSHC.

Families that utilise Highgate OSHC place a high level of trust and responsibility on Highgate OSHC staff in the belief that, in their absence, their children will be kept safe and secure, and their wellbeing will be protected. Families can expect that staff will always act in the best interests of the children in their care in meeting the children's individual health care needs, maintaining continuity of medication for their children when the need arise, and providing information on administering any medications according to policy requirements.

Highgate OSHC is committed to:

- the management of medical conditions, including allergies, asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis
- informing staff, families, and children of the practices in relation to managing those with medical conditions
- the requirements arising if a child enrolled at Highgate OSHC has a specific health care need, allergy, or relevant medical condition.

Definitions

Registered medical practitioner: A person registered under the Health Practitioner Regulation National Law to practice in the medical profession.

Trained Educator: (for the purposes of this policy) This refers to those educators who have received relevant professionally-run training in the treatments or techniques required to administer medication, and hold first aid training, anaphylaxis management training, and emergency asthma management training qualifications approved by the Australian Children's Education and Care Quality Authority (ACECQA), as prescribed in the Education and Care Services National Law Act 2010 in accordance with regulation 137 (1) (e).

Procedures for Dealing with Medical Conditions

Highgate OSHC staff are not medically trained and therefore cannot diagnose appropriate treatment. Consequently, staff will not perform the following:

- administering medications to children without written parental/guardian authority
- administering non-prescribed medications without written medical authority

- providing education and care to children who require a care regime that uses medical procedures, before they are appropriately and professionally trained, and feel confident and comfortable with that training and the process for administering any required medication
- providing education and care to a child with special health needs without a Medical Management Plan being provided on enrolment of the child
- accepting a child for a session without their prescribed medication.

Upon enrolment, families must provide the relevant medical management plan and the medication as prescribed by the plan to keep at the service. The child will not be permitted to attend until these have been provided.

If the family does not want to provide the medication for Highgate OSHC to keep, they must provide the medication prior to the start of any session that the child will be attending and they may collect it upon the child leaving the session. No child who has a prescribed medication as per any medical management plan will be accepted into care without the prescribed medication.

Storage of Medication

Each child who has a medical management plan that contains the administration of medication (including but not limited to anaphylaxis, allergy, asthma, and diabetes) will have a pouch created for them to be kept at the service in the medical cupboard out of reach of children. The pouches will be different colours to identify different medical conditions. On the front of each pouch a label will include the child's name, the child's date of birth, a photo of the child, their medical condition, their triggers if relevant, their medication to be stored within the pouch, the expiry date of the medication and the review date of their medical management plan.

When going on excursion, the pre-excursion checklist includes a list of the children attending who have a medical management plan and their pouches are packed into the service first aid bag. Upon arrival back at the service the post excursion checklist will include the same list of children that will be checked off when their pouches are returned to the medical cupboard.

Any child that brings their medication to each session will be received from the parent/guardian upon drop off and placed in their pouch in the medical cupboard and returned to the parent/guardian upon pick up.

Administration of Medication

Whenever possible, medication should be administered by parents or guardians at home. However this will not always be feasible. Therefore, to ensure children's safety and welfare, the giving of medication at Highgate OSHC will be strictly monitored.

- Parents/guardians should consider whether their child who requires medication is well enough to be at Highgate OSHC, and to keep the child at home if unwell.
- If children are receiving medication at home, but not at Highgate OSHC, the parent/guardian should advise the educator about the nature of the medication and its purpose, and any possible side effects it may have for the child.
- Only prescribed medications and medications accompanied by a Medical Management Plan or an explanatory letter from the child's registered medical practitioner, with the Medication Authority form, will be administered by educators.
- The exception to the above, as authorised by parent/guardians upon enrolment and in accordance with the Education and Care Services National Regulations, Regulation 94, medication for the

treatment of asthma and anaphylaxis may be administered without the Medication Authority form. This includes adrenaline auto-injectors and inhalers.

- Families are required to fill out the Medication Authority form before educators will give any medication to a child.
- A separate form must be completed in full if there are two or more medications to be given on the same day.
- Educators cannot administer any medication that is not in its original container, does not have the child's name on it, does not have a pharmacy label attached, or is past its expiry date.
- Families are required to dispose of any empty medication containers and any out-of-date medication.
- Before medication is given to a child, the trained educator will verify the correct dosage, medication and child with another educator known to the child. They are recorded as the witness.
- After giving the medication the educator will complete the following details on the Xplor Playground app as a medication record: date, time, dosage, medication given, educator who administered, educator who witnessed, and signed by both educators.

Self-administration of Medication

- The Director will consult with the child and their family to determine the circumstances by which the child could self-administer their medication.
- Children may be permitted to carry their own medication on them upon discussion with the family.
- A Medication Authority form for the child to self-administer medication must be provided.
- Medication that is self-administered will be recorded by educators as with other medication.

Plans to Support Children's Health and Medical Needs

Medical management plans are required if a child enrolled Highgate OSHC has a specific health care need, allergy or relevant medical condition, in compliance with the National Law. A medical management plan is any management or action plan that is filled out and signed by a registered medical practitioner that outlines steps to be taken in the case of a child experiencing symptoms associated with their medical condition.

This involves

- requiring the parent/guardian to provide a medical management plan for the child completed by a medical professional upon enrolment. Some plans also require parent/guardians to complete a section.
- requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
- the service will not accept any medical management plan that is not fully completed.

Any medical management plan without a date for review will be required to be reviewed by a medical practitioner within 12 months of the date of the previous review.

Risk Minimisation Plans are required to be developed in consultation with the service and the family of a child in compliance with the National Law.

This involves

- ensuring that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
- if relevant, ensuring that practices and procedures in relation to the safe handling, preparation, consumption, and service of food are developed and implemented
- if relevant, ensuring that practices and procedures notify and inform the parent/guardians of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- ensuring that practices and procedures are in place so that all staff can identify the child, the child's medical management plan and the location of the child's medication to ensure that they can be implemented in an emergency
- ensuring that practices and procedures ensuring that the child does not attend Highgate OSHC without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented.

Communication Plans are required to be developed and maintained by Highgate OSHC in compliance with the National Law.

This involves:

- ensuring that relevant staff are informed about the *Medical Conditions and Allergies Policy* and the medical management plan and risk minimisation plan for the child.
- outlining that the child's parent/guardian must communicate any changes to the medical management plan and Risk Minimisation Plan for the child, setting out how that communication can occur.

Risk Minimisation Plans and Communication Plans may be combined for ease of communicating these with families.

Approved by Highgate School Governing Council 15th September 2021

DATE OF EFFECT: 30th September 2021

REVIEWED: 2nd November 2022

TO BE REVIEWED: 2nd November 2023

Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 4, 90, 91, 92, 93, 94, 95, 168(2)(d), 177, 181, 183, 184

National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 2.1.1, 2.1.4, 2.3.2 & 7.3.5

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc>

Asthma Australia, National Asthma Organisation

Australasian Society of Clinical Immunology and Allergy www.allergy.org.au

Allergy and Anaphylaxis Australia www.allergyfacts.org.au

Australian Diabetes Council