**Waratah Public School Preschool Procedure**



**Dealing with Medical Conditions**

**Reviewed: 12/2/2020**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | [**Preschool Guidelines**](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation 168(2)(d)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)[Regulation 90](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s90.html) [Regulation 91](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s91.html) [Regulation 92](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s92.html) [Regulation 93](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s93.html) [Regulation 94](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s94.html)[Regulation 95](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s95.html) [Regulation 96](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s96.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01
* Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures
* Risk management plans
* Information about health conditions
* Individual health care planning
* Administering prescribed medication at school
* Communication plans
 |  Pg 28-29Pg 30-31 – Nappy changingAppendix E – Medication record |  |
| ***Resources;***[ASCIA Information for Schools and Childcare](https://www.allergy.org.au/)[ASCIA Action Plans for Anaphylaxis and Allergic Reactions](https://www.allergy.org.au/)Staying Healthy Guide 5th Edition |
| Waratah Public School has a comprehensive administration of medication policy. This localised procedure outlines the processes for dealing with medical conditions and administering medication to children attending the preschool. The Department of Education’s 'Student Health in NSW Public School's Policy, states that "the school, including the Preschool, must assist with the administration of medication during school hours, if the parents or other cares cannot reasonably do so."At Waratah Public School;1. All permanent staff should have CPR & first aid training and be aware of any child at the centre who has a medical condition (ie. epilepsy, asthma, anaphylaxis, diabetes) and know where medication and action plans are located.
2. Preschool first aid kits must remain well-stocked and kept behind the locked preschool kitchen door and outdoor kitchen cupboard. Emergency medication must be stored out of reach of children.
3. A general use EpiPen Jnr and a general use EpiPen auto injector, are provided for the preschool to use in an emergency. These must be stored with general use ASCIA Action plans in the preschool kitchen.
4. The school provides a general use asthma reliever for use in an emergency. This must be stored with a general asthma action plan in the preschool kitchen.
5. It is the responsibility of the parents/carers to indicate on their child’s enrolment form if their child has a medical condition or allergy. Further information is collecting via planned parent teacher meetings, either via phone or face to face, prior to enrolment.
6. 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** or **anaphylaxis,** is at risk of an emergency reaction or requires health care procedures.
7. A risk minimisation plan must be developed by the child’s teacher, in consultation with the parents/carers 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.
8. Parents/Carers of children with a medical condition or allergy, must be provided with a copy of Waratah Public School Preschool’s ‘Dealing with Medical Conditions’ localised procedure and the Department of Education’s ‘Student Health in NSW Schools’ policy. It is the child’s teachers’ responsibility to provide a copy of the child’s *Individual Health Care Plan* and these documents to families.
9. Educators are required to complete a communication plan prior to a child with a medical need or allergy enrolling at the service. This plan needs to be signed and dated by the educator and parent/carer.
10. Educators are required to keep a record of communication that occurs between the parent/carer of a child with a medical condition or allergy. This must be signed and dated by an educator after communication has been recorded.
11. Parents of a child requiring an individual health care plan will need to provide staff with an emergency management plan (ASCIA - Anaphylaxis, Asthma action plans) and medication. Action plans must include the child and doctors’ details and be signed by the doctor. Copies of the emergency management plans will be stored in the casual folder and with the child’s medication. A clear current photo of the child will be attached to the plans.
12. Upon enrolment, parents must provide educators with their child’s medication and any additional items (spacers, face masks etc.) which can be kept on the preschool premises.
13. Parents/carers must provide medication to educators upon arrival for any child requiring the administration of prescription medication for non-emergency conditions. All medication is to be stored in the locked kitchen (either in the fridge or a medication storage bag).
14. Non-prescription medication (such as Panadol, Zyrtec, Claratyne) cannot be administered to a child, unless prescribed by a medical practitioner, verified in a written letter from them. All medication must be in its original packaging with a pharmacy label stating the child's name, dosage instructions and current use by date.
15. Medication can only be administered with parent or carer written authorisation, as recorded in a medication record (Appendix E). This form must state the name of the medication, current date, time of last dose, method of dosage, time/s for administration.
16. If a child is prescribed medication on a long-term basis (for example, anti-seizure medication), families can complete a long-term authorisation record. This authorisation can be withdrawn by the family at any point, either verbally or in writing.
17. Educators must only administer medication with another educator as a witness. The names of the educators who administered and witnessed the administration of the medication must be recorded and then signed by both educators. This form is to be shown to parents/carers upon collection.
18. When medication is required to be administered ‘as required’, the above procedure should still be followed.Parents should be notified of the need to administer medication at the time of administration.
19. If medication is administered without prior permission to meet the medical needs of a child, an *Accident, Incident, Illness or Trauma* form must be completed, and parents/carers contacted. All details and communication must also be recorded on the child’s communication plan (for medical conditions).
20. In the event of any emergency, the parents/carers and emergency services must be contacted as soon as practical, and a notification made to Early Learning.
21. All medication forms are to be kept in the school until the child reaches the age of 25.
22. Children of preschool age are not permitted to self-administer medication whilst in the care of preschool educators.
23. If a child enrols who is not yet toilet trained, educators meet with the family to develop a toileting plan and develop common goals for home and the preschool. The parents/carers will be asked to supply sufficient changes of clothes, nappies, disposable wipes, bags and a nappy bin service will be engaged if required.
24. When managing conditions such as Chronic Constipation, or toileting needs related to a disability, an individual toileting plan will be developed for the child outlining how the condition will be managed.
25. Educators will contact schools as part of their transition to school procedure to inform them of any Individual Health Care Plans.

**Evaluation**All medication is administered following the prescribed procedures and we are ensuring that; “Each child's health needs are supported (Standard 2.1)" and "Each child is protected (Standard 2.3)."**Review** Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Waratah Public School Preschool's Procedures must be reviewed and updated every 12 months. **Due for Review in Feb 2021.** |