

# Burnside Primary School OSHC

## Medical Conditions Policy

### NQS

2.1.1	Each child's health needs are supported.
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
2.3.2	Every reasonable precaution is taken to protect children from harm

**This policy will provide guidelines for Burnside Primary School OSHC ensuring that:**

- Clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service.
- Service practices support the enrolment of children and families with specific health care requirements.

Burnside Primary School OSHC is committed to recognising the importance of providing a safe environment for children with specific medical and health requirements through implementing and maintaining effective hygiene practices. This will be achieved through:

- Fulfilling the service's duty of care requirement as described under the Occupational Health and Safety Act 2004, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
- Informing educators, staff, volunteers, Student Teachers, children and families on the importance of following the Medical Conditions Policy to ensure everyone's safety.
- Ensuring that educators have the skills and expertise necessary to the inclusion of children with additional health needs.

### MEDICAL CONDITIONS

Medical conditions include asthma, diabetes and the diagnosis of a child at risk of anaphylaxis. On enrolment parents/carers must inform us if their child is diagnosed with any of the above when completing enrolment documents. The service must be provided with a medical management plan to ensure that the educators and other staff are informed of the required procedures and understand that the plan must be followed by providing regular interventions as detailed (eg. blood glucose monitoring) or emergency first aid as described in the event of an incident involving the child.

**Burnside Primary School OSHC will:**

- Ensure that all educators and volunteers are provided with a copy of this policy.
- Develop and implement a communication plan and encourage ongoing communication between parents/guardians and educators on the current status of the child's specific health care need or medical condition.
- Ensure that a risk minimization plan is developed for each child with specific medical conditions on enrolment or on diagnosis and that the plan is reviewed annually.

- Ensuring educators receive regular training in asthma, anaphylaxis and any other medical conditions ensuring the care and safety of children at our service.
- Undertake a risk assessment to identify what will be needed to support the inclusion of children with medical conditions. Family input will be sought.
- Implement identified strategies and processes to support children with identified health care needs.
- Implement practices to ensure families are kept fully informed.
- Ensure families provide information on their child's health, medications, allergies, their medical practitioners name, address and phone number, emergency contact names and phone numbers, an action plan signed by their medical practitioner prior to the child commencing at the service.

### **The Nominated Supervisor is responsible for:**

- Implementing this policy and ensuring all educators follow the policy and procedures.
- Informing the Approved provider of any issues that impact on the implementation of the policy.
- Ensuring educators are suitably trained to care for children who are diagnosed with a medical condition.
- Ensuring children do not swap or share food.
- Ensuring educators preparing food are aware of special medical conditions or allergies.
- Providing information to the community about support for managing specific medical conditions while respecting the privacy of families.
- Administering medications as required.
- Maintaining ongoing communication between educators and parents/guardians in accordance with the strategies identified in the communication plan.

### **Identifying Children with Medical Conditions**

- Any information regarding a child's medical conditions will be shared with all educators and volunteers at the service. Individuals will be briefed at orientation.
- Information relating to a child's medical conditions, including the child's Medical Management Plan, medical Conditions Risk Minimisation Plan, and the location of the child's medication will be shared with all educators and volunteers. This information along with medication will be stored in the pantry in the child's own medical box with a photo of them on the front identifying them.
- All educators must follow the child's medical management plan in the event of an incident related to a child's specific medical conditions requirements.
- Children attending Vacation care with Asthma, an Allergy or Anaphylaxis will be given a wristband to wear colour coded to their needs assisting educators to identify them.

## Parents/Guardians are responsible for:

- Informing the service of their child's medical conditions, if any, and informing the service of any specific requirements their child may have in relation to their medical condition.
- Developing a risk minimisation plan with the assistant director.
- Providing a medical action plan signed by their medical practitioner either at enrolment or when diagnosed of an ongoing medical condition.
- Notifying the assistant director or director of any changes to their child's medical condition and providing a new action plan.

### MEDICATION

Our director is responsible for all medication on site regardless of whether it is administered by educators or parents or self-administered by the child.

Where medication is required for the treatment of long-term conditions or complaints such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed. This can be requested for over the counter medication as well as prescription only medication. If a medical authority is not provided, staff should have written instructions from the parent/guardian (recommended in cases of short term medication only). In all cases, the instructions must match those on the pharmacy label.

If children are receiving medication at home but not at the service, the service should be advised on the nature of the medication, its purpose and of any possible side effects it may have on the child.

Medication management strategies need to be documented in our enrolment forms for vacation care. If the child is not a Burnside Primary School OSHC student a medical plan must accompany the enrolment. These forms are photocopied and bound into a book and accompany us on the excursion with any relevant medication.

### STORAGE

- When educators are to assist with a child's medication, the medication should be given directly to the director, not left in the child's bag
- Medications will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Thermal carry packs will be used to transport medication on excursions.
- Medication must be within the expiry date and delivered to educators as a daily supply (or a week's supply at the most)
- Storage will be secure with clear labelling and access limited to the educators responsible for medication storage and supervision.

### SUPERVISION OF MEDICATION

Everyone supervising medication needs to ensure that:

- The right child
- Has the right medication
- And the right dose
- By the right route (e.g. oral or inhaled)
- At the right time, and that they

- Record the details on the service's Request to Administer Prescribed Medication Form

- A child should not take his/her first dose of a new medication while attending the service. The child should be supervised by the family or a health professional in case of an allergic reaction.
- Educators must be trained in asthma emergency first aid before administering a bronchodilator (e.g. Ventolin) via a puffer.
- Educators must be trained in emergency anaphylaxis first aid before administering adrenaline via an auto injector.

#### SELF MANAGEMENT OF MEDICATION

Parents/carers of children attending Burnside Primary School OSHC who self-manage medication must:

- Provide the service with a written medication authority (with clear direction from the family and doctor that the child is able to self- manage).
- Provide the medication in the original pharmacy labelled container.
- Store medication with director not in school bag
- Provide only sufficient medication for the day or at the most a week.

It is the responsibility of all people on the site to respect others' medication and to ensure it is secure to minimise risk to others.

#### References:

- Health Support Planning in Education and Children's Services.
- DECD Anaphylaxis Guidelines for Schools.
- ASCIA Guidelines for Preventing Food Anaphylactic Reactions in Schools.
- OSHC sa Guide to Developing Policies.

Completed – September 2016

Review - 2018 or as required