



## South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd  
Turrumurra 2074 NSW (02) 9144 4769



## Dealing with Medical Conditions and Administration of Medication

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### *Policy*

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South Turrumurra OOSH will work closely with children, families and where relevant, schools and other health professionals, to manage medical conditions of children attending the service. Medical conditions may include allergies, asthma, anaphylaxis, diabetes, intolerances, ADD/ADHD, or any other additional need or disorder. We will support children with medical conditions to participate fully in the daily program. Our Educators will be aware of the nature and management of children's medical conditions with respect to the child's confidentiality.

It is the responsibility of families to notify the service of any medical condition their child has. This includes notifying the service, in writing, of any changes in their child's condition. The "Dealing with Medical Conditions" policy will be made available to parents who identify that their child has a medical condition.

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### *Legislative Requirements & Related Policies*

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Education and Care Service National Regulations 2019, 90-96, 168 (2) (c),

National Quality Standards, QA 2.1, 2.2, 6.1, 6.2

Disability Discrimination Act – Federal 1992

NSW Anti-Discrimination Act 1977

Work Health and Safety Act 2011

My Time, Our Place Framework, 2011 (Outcome 3)

"Guide to life at OOSH" Parent Handbook

Individual Medical Management Plans and corresponding resources.

Enrolment and Orientation Policy

Providing a Child Safe Environment

Management of Incident, Injury, Illness and Trauma Policy

Administration of First Aid Policy



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## Procedure

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### Dealing with Medical Conditions

- Parents/Guardians will be asked to inform the service of any medical conditions their child may have at the time of enrolment. This information will be recorded by the parent, on the child's enrolment form.
- It is the responsibility of the parent/guardian to keep the service updated on any changes to the child's medical condition or medical needs for the duration of the enrolment period.
- Upon notification of a child's medical condition, the service will provide the parent with a copy of this policy in accordance with National Regulation 90.
- Children who have been diagnosed with additional needs are welcome at South Turrumurra OOSH, so long as we possess the means to appropriately provide the care they need.
- Families must supply professional reports and reports of diagnosis to assist us in caring for children appropriately. Enrolment will be subject to the supply of this information so the Centre can ensure appropriate care can be provided. We may not be able to cater for high support needs but all efforts will be made to cater for all children. Each enrolment will be assessed individually.
- Specific or long-term medical conditions will require a Medical Management Plan, Asthma Action Plan, or Anaphylaxis action plan, completed by a doctor or specialist.
- It is a requirement of the service that a risk minimisation plan be developed in consultation with the parents/guardians. This plan is to be read by all staff and kept in the child's file and the First Aid folder in the relevant section.
- Content of the Individual, Asthma or Anaphylaxis management plan will include:
  - Identification of any risks to the child or others by their attendance at the service.
  - Identification of any practices or procedures that need adjustment at the service to minimise risk e.g. food preparation procedures.
  - Process and timeline for orientation and training of staff (if necessary).
  - Methods for communicating changes to the child's medical management plan between parents and educators.
  - Lists of symptoms and treatments if symptoms occur.
  - Contact details for guardians, doctors and emergency services.
- The Child's individual medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition. All staff working directly with children will be informed of any special medical conditions affecting children at the service. For cases where it is required, specific training will be provided to educators to ensure that they are able to effectively implement the medical management plan.
- Medical plans will be displayed inside the kitchen with children's photos attached. Asthma plans are displayed on the back of the kitchen door while Anaphylaxis and other medical management plans are located on the inside of the kitchen pantry door. All Anaphylaxis packs contain the child's EpiPen and antihistamine medication (if applicable), which has been provided by the parent/guardian. All Medical plans are kept in staff areas for confidentiality.



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- New children will be added to our food allergies list upon enrolment, or when it is identified that they have allergies. Our food allergies list will be used to prepare daily meals for all children safely and inclusively. Lists are developed at the start of every year and updated when necessary. It is the parents/guardian's responsibility to notify South Turrumurra OOSH of any changes to their children's condition.
- Staff are taught how to use the allergy list and what action to take in the event of a medical emergency as part of the induction process. All educators are kept current with professional first aid training, including asthma and anaphylaxis management.
- When a planned meal is unsuitable for a child due to an allergy, a suitable alternative will be prepared, as similar as possible to the planned meal and served safely, alongside the planned meal. We will make every effort to ensure that children don't feel isolated due to a medical condition.
- Where medication for treatment of long-term conditions is required, the service will require an individual medical management plan from the child's medical practitioner or specialist, detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.
- Parents/guardians are required to supply any medication and equipment needed for their child, to the Centre before the child can be allowed to attend. When medication nears expiration or depletion, the Centre will contact parents/guardians to replenish it.

### Administration of Medication

- Prescribed medication will only be administered to the child for whom it is prescribed, from the original container with original used-by date, clearly labelled. The medication container must be labelled, stating the child's name, and include administration method and dosage. A Centre medication authorisation form will need to be completed by a parent/guardian.
- Non-prescription medication will not be administered at the service unless authorised by a doctor and clearly labelled with all required information, except for emergency Ventolin/salbutamol and EpiPen administration.
- Educators will only administer medication during service operating hours.
- Authorisation is not required in the event of an asthma or anaphylaxis emergency however authorisation must be sought as soon as possible after the parent and emergency services are notified.
- Authorisation is not required for regular asthma Ventolin/salbutamol use. It must be noted on the enrolment form that the child requires the use of asthma medication as per action plan.
- Permission for a child to self-medicate must come from parents/guardians or medical practitioner in writing, or with the verbal approval of a medical practitioner or parent in the case of an emergency.
- Families who wish for medication to be administered to their child or have their child self-administer medication at the service, must complete a medication form providing the following information:
  - Name of child.
  - Name of medication.
  - Details of the date, time and dosage to be administered.
  - Method of administration.
  - Whether an educator will administer the medication or supervise the child as they self-medicate.
  - Signature of parent/guardian.
- Medication must be given directly to an educator upon arrival and not left in the child's bag. Educators will store the medication in a locked medication box either in the fridge or in the first aid cupboard, out of reach of children. Areas where medication is kept will be clearly labeled.
- An asthmatic child may carry asthma medication in their bag or on their person.

Created by Amy Kitto on 14/07/20

Reviewed by Scott Everard & Sonia Brook 26/07/21



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- When emergency asthma or anaphylaxis medication is administered, parents will be notified immediately and educators will complete an incident report, to be sighted and signed by parents on arrival.
- Before medication is administered, the first aid trained educator administering the medication will verify the medication, dosage and child are correct with another educator who will also witness the administration of the medication. Both will sign the Administration of Medication form.
- After medication is administered, educators will record the following details on the medication form:
  - Name of the Medication.
  - Date Administered.
  - Time Administered.
  - Dosage.
  - Name and signature of the person administering the medication.
  - Name and signature of the person who verified and witnessed.
  - If verbal permission was sought from parent/guardian, time contact was made.
- Where a medical practitioner's verbal approval has been given in an emergency, educators will complete the medication form, also noting the name of the medical practitioner and time of authorisation.
- The Centre will always store spare and current Ventolin Puffers with disposable spacers and EpiPen, in case of emergency.

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### *Panadol & Paracetamol Administration*

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- South Turrumurra OOSH keeps Paracetamol onsite but will only administer in a life-threatening situation, as guided by medical professionals.
- Panadol & Paracetamol cannot be administered for headaches, temperatures, or head injuries. Appropriate regular first aid will be applied and parents will be called and notified. Panadol & Paracetamol and other pain relief medication may mask symptoms and lead to misdiagnosis.
- Panadol & Paracetamol can only be administered as part of a medical management plan with a note from the doctor. A medical management plan must be filled out with the Coordinator and the family must supply the child's own medication to be stored in the service.
- Parents/guardians will be notified immediately once medication is administered and asked to collect their child.
- On arrival, parents/guardians will need to sign the medication administration form.