



St Michael's Collegiate

Set for life

Subject: MEDICAL CONDITIONS POLICY	Policy No: ELC 05 – Version 2
Covers: COLLEGIATE ELC, OSHC AND KINDERGARTEN	Effective: December 2018
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Medical Conditions

Policy

The medical conditions policy and procedure of Collegiate Early Learning (ELC), Outside School Hours Care (OSHC) and St Michael's Collegiate Kindergarten sets out the service's practices in relation to:

- The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis;
- The requirements in relation to a Medical Management Plan;
- The requirements in relation to the development of a Risk Minimisation Plan;
- The requirements in relation to a Communication Plan;
- Clear communication strategies in relation to informing nominated supervisors, teachers, educators, staff members and volunteers of required practices (including confidentiality requirements) to support and manage diagnosed specific health care needs and medical conditions.

Procedure

Where St Michael's Collegiate School and Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten are aware that a child is enrolled and attending with a specific health care need, allergy or other relevant medical condition (e.g. diabetes, asthma, anaphylaxis), a copy of the Medical Conditions Policy and Procedure must be provided to the parent(s). The Medical Conditions Policy and Procedure may be provided to parents via:

- The St Michael's Collegiate School website;
- Email;
- Parent portal;
- Printed version; or
- By other reasonable means.

The Medical Conditions Policy and Procedure will be discussed within the enrolment and orientation process, as well as being referenced within the enrolment documentation. At this time (or at any relevant subsequent time), teachers, educators and staff will respectfully discuss the child's diagnosed medical condition, specific health care needs, known triggers and risk minimisation strategies with the parents.

At all times (including the sharing and display of information), in line with the Australian Privacy Principles (APP), due consideration must be given to confidentiality and privacy.

Note:

In line with the *Enrolment and Orientation Policy and Procedure*, an enrolment record is not taken as complete until all required documentation has been submitted to the Head of Enrolments (or ELC/OSHC Manager as applicable). This means, where a child has been medically diagnosed with a specific health care need, allergy or other relevant medical condition (e.g. diabetes, asthma, anaphylaxis), the child is not taken to be enrolled and **cannot** commence at Collegiate ELC, OSHC and/or Kinder without first providing all required medical details and relevant Medical Management Plans. This includes:

- A current Medical Management Plan completed within the previous 12 months from a medical practitioner (e.g. ASCIA Action Plan);
- A current Risk Minimisation Plan that has been developed in consultation with Collegiate ELC, OSHC and/or Kinder and has been signed by a parent and by a representative of Collegiate ELC, OSHC and/or Kinder;
- Signed authority from the parent or person as outlined within the child's enrolment record to administer medication as required;
- All applicable medication prescribed by a medical practitioner.

Medical Management Plans and Medication

A *current* Medical Management Plan is taken to mean a plan that has been reviewed and updated by a medical practitioner within the previous 12 months.

Where a Medical Management Plan is updated, Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten must be notified of the update in writing (e.g. a verbal discussion with a teacher, educator or staff member of the update is not sufficient; an updated Medical Management Plan from the medical practitioner is required).

A Medical Management Plan must clearly identify:

- The specific child (e.g. full name, date of birth, photo);
- Actions to be taken, including prescribed medication and relevant first aid;
- Known triggers and as applicable, allergens to be avoided;
- Names and contact details of the parents;
- The name, contact details and signature of the medical practitioner who completed the Medical Management Plan;
- The date the current Medical Management Plan was completed; and
- The renewal date of the Medical Management Plan.

A child/student must NOT attend Collegiate ELC, OSHC or St Michael's Collegiate Kindergarten without a copy of their current Medical Management Plan and the applicable medication prescribed by a medical practitioner.

All medication must be prescribed by a medical practitioner and be before the expiry date (see below for further details).

A copy of each child's Medical Management Plan and Risk Minimisation Plan must be maintained with:

- The child's enrolment record;
- The prescribed medication (including during excursions and regular outings); and

- Be readily available to teachers, educators and staff as required (with due consideration given to confidentiality, privacy and the APP).

Communication and Risk Minimisation Plans

A Risk Minimisation Plan must be developed in conjunction with teachers, educators, staff and parents.

A Risk Minimisation Plan must be developed to ensure any risks relation to the child's specific health care need, allergy or relevant medical condition are assessed and minimised. The Risk Minimisation Plan must be reviewed at least annually (more regularly where known updates and/or changes occur).

The Risk Minimisation Plan must be developed in reference to the child's current Medical Management Plan.

The Risk Minimisation Plan must include:

- The development date;
- The required review date;
- Signature of the teacher, educator or staff member and parent developing the Risk Minimisation Plan;
- Practices and procedure in relation to the safe handling, preparation, consumption and serving of food are developed and implemented (as applicable); and
- The strategies and methods that may be implemented to notify parents of any known allergens and potential strategies for minimising risk.

Clear communication strategies must be developed, implemented and maintained between Collegiate ELC, OSHC, St Michael's Collegiate Kindergarten, parents and other relevant stakeholders to support the health, safety and wellbeing of each child and the implementation of the child's Medical Management Plan and Risk Minimisation Plan.

Both formal and informal meetings may be put in to place to support the implementation of Medical Management Plans and Risk Minimisation Plans but all updates, changes and alterations must be made in writing. Written updates must be recorded in each place where the child's medical details are recorded.

Staff Are Informed of Medical Conditions

All teachers, educators, staff (including nominated supervisors) and volunteers must be made aware of a child enrolled and attending Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten with a known and medically diagnosed allergy or medical condition.

Each teacher, educator, staff member (including nominated supervisors) and volunteers will be made aware of:

- The locations of the child's Medical Management Plan and Risk Minimisation Plan;
- Storage requirements of Plans;
- The location and storage requirements of the child's medication (refer to Storage of Medication below);

- How and when to implement the Medical Management Plan and Risk Minimisation Plan;
- The requirements of the Communication Plan;
- Their role and responsibilities;
- What to do and who to refer to in an emergency;
- Confidentiality and privacy requirements.

These strategies will be implemented by all teachers, educators, staff members (including nominated supervisors) and volunteers.

Administration of Medication

Where medication is administered to a child attending the service (including medication in relation to asthma, diabetes or anaphylaxis), the medication will only be administered by an appropriately trained staff member, who is authorised by a nominated supervisor to do so¹ (unless the medication is to be self-administered).

In addition to this, the medication must:

- Be prescribed by a registered medical practitioner;
- Have the written authorisation of the parent (or other authorised person);
- Be within the expiry or use by date;
- Be in the original container, bearing the complete, original label;
- Clearly display name of the child to whom the medication is to be administered;
- Only be administered in accordance with instructions, this policy and procedure and legislative requirements;
- Be recorded, including:
 - the name of the child;
 - the authorisation to administer medication, signed by the parent;
 - the name of the medication to be administered;
 - the time and date the medication was last administered;
 - the time and date, or the circumstances under which, the medication should be next administered;
 - the dosage of the medication to be administered;
 - the manner in which the medication is to be administered;
 - the name and signature of the person who verified the dosage and administration.

Paracetamol and ibuprofen will NOT be administered to children enrolled and attending Collegiate ELC, OSHC and St Michaels' Collegiate Kindergarten.

Administration of Medication in an Emergency Situation

In an anaphylaxis or asthma emergency, medication may be administered to a child without previous written authorisation.

Where medication is administered to a child in an anaphylaxis or asthma emergency, St Michael's Collegiate School or a nominated supervisor must ensure that:

- A parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or
- Emergency Service;
- Are notified as soon as practicable.

In all other emergencies, verbal authorisation for the administration of the medication may be given by:

- A parent or person named in the child's enrolment record as being authorised to consent to the administration of medication; or
- If a parent or authorised person cannot be reasonably contacted, a registered medical practitioner or Emergency Services.

Written authorisation will be sought as soon as practicable after the emergency. Written notice of the incident will also be forwarded to the parent as soon as practicable.

Self-Administration of Medication

The self-administration of medication by children will still be supervised and documented by a teacher or educator.

Medication may only be self-administered by children in an OSHC setting. Where a school age child self-administers medication, written authorisation must be provided by the parent (or other authorised person).

The written authorisation for the self-administration of medication by a school age child must include and be recorded in line with regulation 92 and include clear, written instructions in relation to the administration of the medication by a medical practitioner, including the required level of supervision.

Where a child self-administers medication, the child must:

- Be able to effectively administer the medication in the manner prescribed;
- Notify the educator of the administration of the medication to ensure the administration is recorded in line with the requirements of regulation 92 including:
 - the dosage that was administered; and
 - the manner in which the medication was administered; and
 - the name and signature of the person who administered the medication; and
 - the name and signature of the person who verified the dosage and administration.

All medication must be stored out of reach of children (see below for further details).

Storage

Medication is to be stored in line with the manufactures instructions (i.e. not in direct sun light; refrigerated) and in line with the requirements of the *Tasmanian Poisons Regulations* (including during excursions and regular outings).

Medication must be accessible to teachers, educators and staff, while remaining out of the reach of children (including during excursions and regular outings).

The Medical Management Plan and Risk Minimisation Plan must be stored with the child's medication.

Narcotics must be stored separately from other medications, in a secure, locked area. The key must be retained by a person authorised to administer the medication.

Adrenaline auto-injecting devices (e.g. epipens) must be clearly named and stored with the relevant Medical Management Plan and Risk Minimisation Plan. Adrenaline auto-injecting devices are to be stored in an unlocked, accessible space and out of direct sunlight.

Adrenaline auto-injecting devices must not be stored near or with training devices.

Medication must be reviewed to ensure is within the expiry and/or use by date.

Disposal

Where medication is expired or out of date, the medication will be safely and respectfully returned to the parent (or other authorised person). Where the child is still enrolled and attending Collegiate ELC, OSHC or St Michaels' Collegiate Kindergarten, current and in date prescribed medication (in line with the child's Medical Management Plan) must be available at Collegiate ELC, OSHC and/or St Michaels' Collegiate Kindergarten.

Where the child is no longer enrolled and attending Collegiate ELC, OSHC or St Michaels' Collegiate Kindergarten the medication, including narcotics, must be delivered to a pharmacist for correct disposal.

Staff

With regard given to confidentiality and privacy requirements, where a teacher, educator or staff member has been diagnosed with a known medical condition (e.g. diabetes, asthma, anaphylaxis), to support the implementation of a safe working environment they may notify Human Resources, the Manager or nominated supervisors. This may include completing relevant documentation, providing a copy of their Medical Management Plan and verifying the location of their medication during work hours.

Relevant Policies and Procedures

- Administration of First Aid Policy and Procedure
- Enrolment and Orientation Policy and Procedure
- Provision of a Child Safe Environment Policy and Procedure

Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- *Tasmanian Poisons Regulations*

¹ The nominated supervisors of Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten authorises a staff member to administer medication where that person holds the required qualification as outlined in the *Education and Care Services National Regulations* (regulation 93) and listed on the ACECQA website and the medication is administered in line with the *Tasmanian Poisons Regulations*.