

Casino Public School - Djanenjam Preschool

Localised Procedure

Dealing with medical conditions



Reviewed: 07/10/19

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulation 168(2)(d)</p> <p>Regulation 90</p> <p>Regulation 91</p> <p>Regulation 92</p> <p>Regulation 93</p> <p>Regulation 94</p> <p>Regulation 95</p> <p>Regulation 96</p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none">• 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	<p>Children's Health and Safety</p> <p>Pg. 28</p>	
<p><i>Resources;</i></p> <p>ASCIA Information for Schools and Childcare</p> <p>ASCIA Action Plans for Anaphylaxis and Allergic Reactions</p>			
<ul style="list-style-type: none">• Families are requested to indicate on their child's enrolment form on pages ten and eleven if their child has a medical condition or allergy. If so, after receiving the completed form, and before the child commences, the teacher will discuss the child's particular needs at the Family Partnerships meeting.• Educators will work with parents to support their children's health care needs while they are at preschool. This may involve giving medication, performing health care procedures or developing an individual health care plan.			

- The teacher will 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. Information about developing individual health care plans is available at:

www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhcplan/index.php

- In addition, the teacher will formulate an individual risk management plan for the child. This will be discussed with the family and their input sought. The teacher will then be responsible for implementing the preventative action listed on the plan.
- A Communication Plan will also be developed with families so family and educators understand the processes for effectively communicating about child's health needs.
- If a child with a known food allergy or anaphylaxis enrolls in the preschool, all preschool families will be notified by way of a written notice, requesting they not pack the particular food or allergen in their own child's lunch.
- If a child enrolled at the preschool has a specific health care need, allergy or other medical condition parents will be provided with a copy of the Department's Student Health Policy.
- Casino Public School – Djanenjam Preschool is an allergy aware service.

Anaphylaxis and Asthma

- Anaphylaxis is a severe life-threatening allergic reaction and needs to be regarded as a medical emergency.
- All preschool educators will be made aware of children with allergies and consider ways to reduce their exposure to known allergens.
- When anaphylaxis occurs an emergency response is required.
- The Department of Education requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA.
- An Epipen JNR is kept in blue emergency first aid bag on top of first aid cabinet in kitchen and a spare Epipen JNR is kept in medication cupboard in kitchen.
- Regulation 136 of the Education and Care Services National Regulations state that at least one person who has undertaken approved anaphylaxis training and one who has undertaken approved emergency asthma training must be in attendance and immediately available at all times.
- The asthma kit contains Ventolin and is stored at the exit to the playground from the small world's space. Individual children's asthma medication is stored in the kitchen under asthma plans. Copies of individual health plans are stored in the relief teacher folder which is located near the desk in the admin space.

Nappy changing and other toileting procedures

- If a child who wears nappies enrolls in the preschool, a nappy changing area will be organised with a sink nearby. This will be separate from craft and food preparation areas.
- If a child enrolls with a medical condition that requires specific support for toileting, for example catheterisation, will need an individual health care plan. For additional information about plans see;

www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhplan/index.php

- Learning and Engagement officers in local Educational Services team will be contact for support, if required.

Medication

- All school staff must follow the Department's Student Health in NSW Public Schools policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.
- In general, our preschool will not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.
- In some cases the medical practitioner may prescribe an over-the-counter medication. If so, our educators will follow the same procedures as for 'prescribed medications'.

The following procedures apply to giving medication:

- Families must sign authorisation for medication to be given. On arrival, parents give the child's medication to an educator for safe storage.
- All non-emergency medication will be stored in a locked cupboard in the kitchen or in the locked container in the refrigerator, out of reach of children.
- Medication must be in its original packaging with a pharmacy label which states the child's name, dosage instructions and current use-by date.
- Medication without this labelling will not be given.
- When an educator administers medication to a child, he/she will record this information on the Medication Record form and another staff member will verify that the medication was administered as prescribed.
- The record will include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This will be made available to parents for verification
- Permission forms to give medication for a prolonged period will be reviewed and updated when there is a change to the medication dosage or frequency. Administration of

prescribed medication can form part of an individual health care plan

- Parents will be encouraged to advise if a child is on medication, even when it is not given at the preschool
- All completed Medication Record forms are kept in the Administration of Medication folder in the kitchen. All medication forms are archived and kept in the school until the child reaches the age of 25 years.
- There may be times when emergency medication needs to be given to children in the preschool. This will be documented in the individual health care plan (particularly for conditions such as anaphylaxis)
- If an emergency occurs, that has not been documented in the emergency response section of the individual Health Care Plan; preschool staff will provide a general emergency response, which may involve calling an ambulance.