

D-5

MANAGING MEDICAL CONDITIONS AND ADMINISTERING MEDICATIONS



POLICY STATEMENT

TWOOSH works closely with children and families to manage medical conditions of children attending TWOOSH. TWOOSH also engages with the school and other medical health professionals where necessary. Medical conditions may include allergies, intolerances or anaphylaxis, asthma, diabetes, ADD/ADHD, or any other diagnosed additional need, disorder or disability. We support children with medical conditions to fully participate in the daily program at TWOOSH to promote their sense of wellbeing, connectedness and belonging (*"My Time, Our Place"* 1.2, 3.1). Our Educators are informed and knowledgeable regarding the nature and management of any child's medical condition and will respect the child and family's confidentiality (*"My Time, Our Place"* 1.4). We also engage with our Inclusion Support Agency to ensure we make appropriate provisions to provide care for children with high support needs.

CONSIDERATIONS AND REFERENCES

- Education and Care Services National Regulations and Law 2011 r90-91, 92-96, 178, 181-184
- National Quality Standard 2012 – 2.1, 6.2
- Disability Discrimination Act – Federal 1992
- KU Inclusion Support agency
- NSW Anti-Discrimination Act 1977
- Work Health and Safety Act 2011
- My Time, Our Place Framework for School Age Care in Australia 2011 – Outcome 3

Related TWOOSH documents

- TWOOSH medical management plan
- TWOOSH risk minimisation plan
- TWOOSH Inclusion support child profiles
- TWOOSH Family Information Booklet
- TWOOSH Educators handbook
- Policy A-3 – Enrolment and orientation
- Policy D-8 – Administration of first aid
- Policy D-9 – Providing a child safe environment
- Policy D-13 – Management of incident, injury, illness and trauma

PROCEDURES

Managing medical conditions

Guardian responsibilities

- ◆ Notify TWOOSH in writing of any medical condition their child has at the time of enrolment, or at any point after.
- ◆ Inform TWOOSH in writing of any changes in their child's condition.
- ◆ Familiarise themselves with this policy when given a copy by TWOOSH.
- ◆ Assist TWOOSH in developing an individual medical management plan for their child (see 'Medical management plans').
- ◆ Supply required information (e.g., action plans, letters from prescribers) to assist TWOOSH in caring for their child (see 'Medical management plans' below).

- ◆ For children who may require inclusion support, enrolment will be subject to this information being supplied so TWOOSH can apply for inclusion support and funding to assist the child, Educators and TWOOSH. In specific cases, without receiving funding, TWOOSH may not be able to cater for the high support needs of a child. Each case will be reviewed individually.
- ◆ Supply the child's medication and/or equipment to TWOOSH e.g. asthma inhaler, spacer, antihistamine, EpiPen, etc (where applicable). A child who requires medication to manage their medical condition may need to be excluded from TWOOSH if their medication is not provided to TWOOSH.
- ◆ Provide particular food suitable for their child if required (e.g. soy milk, gluten-free bread).

TWOOSH responsibilities

- ◆ Provide guardians with a copy of this policy in accordance with Education and Care Services National regulation 91 (upon notification of a child's medical condition).
- ◆ Welcome children with diagnosed additional needs or disabilities upon receiving required documentation.
- ◆ Ensure that the appropriate medical management plans and risk management plans are in place prior to a child starting at TWOOSH (see below).
- ◆ Arrange a meeting between the Director, guardians and relevant health professionals (if required) as soon as possible prior to the child's attendance to determine content of the TWOOSH Medical Management Plan to assist in a smooth and safe transition for the child into TWOOSH.
- ◆ Document allergies in the Child Care Management System, add them to the allergy list and inform the Educators. Letters from their prescriber will be filed in the child's folder. Food intolerances will also be noted on allergy lists.
- ◆ Gain written guardian permission to display photos of children who have anaphylaxis on the main freezer in the room. Guardians who do not consent to their child's photo to be displayed will be made aware that they are increasing the risk of exposure to allergens. In this situation, Educators will be informed of the child's conditions in staff meetings, conversations with Educators, and messages in the Educators communication book.
- ◆ Display all food-related medical conditions including food allergies in the kitchen and photos of children with anaphylaxis on the freezer, and the Educators' detailed weekly menu. Allergy information will also be provided for Educators at roll call time. Every Educator at TWOOSH is responsible for regularly reading and referring to the lists. Educators are made aware of these lists during orientation and will be reminded in staff meetings or when necessary.
- ◆ Add new children to the food allergies/medical conditions list when they enrol at TWOOSH, or whenever their allergies are identified. Lists are developed annually and updated when changes are necessary.
- ◆ Consider if it is necessary for a child with a food allergy to be seated separately during mealtimes if other children are eating the particular food allergen (e.g. milk or other dairy foods). All children will wash their hands before and after eating.
- ◆ Advise all guardians via emails, Xplor and signs in TWOOSH not to pack any food items containing specific allergens (e.g. when packing food for Vacation Care) if a child attending TWOOSH has a life-threatening food allergy to those allergens.

Medical management plans

- ◆ Medical management plans are required for all children with long-term conditions who attend TWOOSH. These are the required medical management plans based on the medical condition:
 - asthma or anaphylaxis: asthma action plan or anaphylaxis action plan from the child's prescriber

- ADHD, ADD, ODD, or related conditions where medication needs to be administered while the child is at TWOOSH: TWOOSH Medical Management Plan developed by TWOOSH in consultation with the child's family
- epilepsy, diabetes, other physical medical conditions: TWOOSH Medical Management Plan developed by TWOOSH in consultation with the child's family, based on a letter or management plan outlining the condition, risks and management strategies from the child's prescriber.
- ◆ Content of a TWOOSH Medical Management Plan includes:
 - identification of the medical condition
 - identification of any risks to the child or others by their attendance at TWOOSH
 - how the condition is to be managed in the TWOOSH environment
 - identification of any practices or procedures that need adjustment at TWOOSH to minimise risk
 - the correct dose and administration time of any prescribed medication
 - process and timeline for orientation procedures for Educators
 - methods for communicating any changes to the child's medical management plan between guardians and Educators.
- ◆ All plans will be documented in the Medical Condition folders in the medication cupboard, easily accessible to Educators.
- ◆ Educators will be made aware of any medical conditions during staff meetings or via the Educators' workplace page.
- ◆ 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 (in accordance with Education and Care Services National Regulation 90). All Educators (including volunteers and administrative support) will be informed of any special medical conditions affecting children and orientated to their management. In some cases, specific training will be provided to Educators to ensure that they are able to effectively implement the medical management plan for the particular child/ren.
- ◆ Throughout the year plans will be reviewed to ensure they remain current and relevant. Guardians will be notified by email or phone prior to the expiry of their child's medical management plan or medications.

Risk minimisation plans

- ◆ Risk minimisation plans are required for all children with long-term conditions who attend TWOOSH. These are the medical conditions requiring a risk minimisation plan:
 - asthma
 - anaphylaxis
 - epilepsy, diabetes, other physical medical conditions.
- ◆ Children with ADHD, ADD, ODD, or related conditions have a separate inclusion support child profile which includes risk minimisation strategies to cater for their individual needs.
- ◆ Content of a TWOOSH Risk Minimisation Plan includes:
 - identification of the medical condition
 - known allergens/triggers
 - potential source or time of exposure
 - potential reactions
 - the risk rating
 - strategies to minimise the risk
 - who is responsible for implementing the strategies
 - details of required medications
 - any updates made to the plan.
- ◆ Risk minimisation plans are developed by TWOOSH for each child. Information from families and relevant medical professionals will be reflected and documented within the risk minimisation plans.
- ◆ All plans will be documented in the Medical Condition folders in the medication cupboard, easily accessible to Educators.

- ◆ Educators are required to read all risk minimisation plans and acknowledge they have read them by signing the acknowledgement form provided. Any changes will be communicated through these plans and shared on the Educator workplace page.

Administering medications

- ◆ Guardians must complete a medication administration form if their child requires any medication while at TWOOSH. The form must include the following information:
 - name of child
 - name of the medication
 - details of the date, exact time and dose to be administered. Please note that a general time e.g. lunch time, will not be accepted.
 - where required, indicate if the child is allowed to administer the medication themselves or have an Educator do it. Signature of a family member is required to allow a child to self-administer medication.
- ◆ Prescription medication will only be administered to the child for whom it is prescribed, from the original container with a current expiry date. The medication container must be labelled with a pharmacy label stating the child's name and include appropriate instruction including the dose to be given. A medication authorisation form needs to be completed by the guardian.
- ◆ Non-prescription medication will not be administered at TWOOSH unless authorised by a prescriber. These medications should be labelled with a pharmacy label containing the required information, with the exception of emergency Ventolin/salbutamol and EpiPen administration.
- ◆ Educators will only administer medication during TWOOSH operating hours.
- ◆ An authorisation is not required in the event of an asthma or anaphylaxis emergency however the authorisation must be sought as soon as possible after the guardian and emergency services are notified.
- ◆ An 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 will be administered with the guardian's written permission only, or with the verbal approval of a prescriber or guardian in the case of an emergency.
- ◆ 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 designated secure place either in the fridge or First Aid cupboard, clearly labelled, and ensure that medication is kept out of reach of children at all times.
- ◆ If anyone other than the guardian is bringing the child to TWOOSH, a written permission note from the guardian, including the above information, must accompany the medication.
- ◆ An exception to the procedure is for asthma medication for children with asthma. In this case, the child may carry their own medication on their person and TWOOSH is to maintain a record of the medication administration on an illness report form, including time, supervising Educator, and whether the symptoms were relieved. Guardians will be required to sign the illness report form at pick up time.
- ◆ Before a medication is given to a child, the Educator (with a current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another Educator. The second Educator will also witness the administration of the medication (the witness is not required to be first aid trained).
- ◆ After the medication is given, the Educator will record the following details on the medication form:
 - name of medication
 - date
 - time
 - dose
 - name and signature of person who administered

- name and signature of person who verified and witnessed
- if verbal permission was sought from guardian then this will be noted on the form including the time they were contacted.
- ◆ Where a prescriber's approval is given, Educators will complete the medication form and write the name of the prescriber for the authorisation. Verbal consent must be verified by a second Educator and the form signed by both Educators. Guardians will need to sign this form as soon as possible. This form will be kept in the child's file once completed and signed by all parties.

Administration of pain and fever medications

- ◆ TWOOSH does not keep medications for pain or fever relief on site. These medications include medications such as Panadol/paracetamol and Nurofen/ibuprofen.
- ◆ These medications will not be administered for headaches, temperatures, or head injuries as they may mask symptoms of the actual condition and may mean children may be misdiagnosed by a health professional. Instead, appropriate regular first aid will be applied according to recommendations in St John Australian First Aid and Emergency First Aid guides. Guardians will be called and notified.
- ◆ Medications for pain and fever relief can only be administered as part of a medical management plan with a note from a prescriber. A medical management plan must be filled out with the Director and the guardians must supply the child's own medication to be stored in the medication cupboard.
 - If required in accordance with the provided medical management plan, the medication will be administered, and guardians will be notified immediately and asked to pick up their child.
 - On arrival, guardians will need to sign the medication administration form.

Revisions

Date of review: October 2023

Date	Reviewer	Approved by
26.03.18		TWOOSH Management Committee
18.02.19		TWOOSH Management Committee
10.08.20	CB, MK	TWOOSH Management Committee
29.03.21	AB, MK	TWOOSH Management Committee
16.05.22	MK, AB	TWOOSH Management Committee