

## D-5

# DEALING WITH MEDICAL CONDITIONS AND ADMINISTERING MEDICATIONS



## POLICY STATEMENT

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TWOOSH will work closely with children and families to manage medical conditions of children attending TWOOSH. TWOOSH will also engage 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 will support children with medical conditions to fully participate in the daily program at TWOOSH in order to promote their sense of wellbeing, connectedness and belonging ("My Time, Our Place" 1.2, 3.1). Our Educators will be 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 will 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

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- 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 individual medical management plans and corresponding resources
- 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

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### Dealing with 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.
- ◆ Supply professional reports of diagnosis to assist TWOOSH in caring for their child appropriately. Enrolment will be subject to this information being supplied so TWOOSH can apply to KU 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 a letter from their prescriber regarding their child's allergy (depending on the severity). A letter from the medical practitioner/specialist should explain the effects if the child is exposed to the allergen and to explain ways the Educators can help the child if they do become exposed.
- ◆ Supply the child's medication and/or equipment to TWOOSH e.g. asthma inhaler, spacer, antihistamine, Epipen, etc. A child who requires medication to manage their medical condition may need to be excluded 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 the receipt of a completed medical management plan, asthma action plan or anaphylaxis action plan by the child's prescriber and guardian for specific or long-term medical conditions.
- ◆ Ensure that a child's individual medical management plan be developed in consultation with the guardians to meet regulatory requirements. This plan is to be kept in the child's file and medical conditions folder located in the medication cupboard if necessary.
- ◆ 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 plan to assist in a smooth and safe transition of 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 into 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 medical conditions including food allergies in the kitchen and photos of those with anaphylaxis on the freezer and on 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 enroll 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

- ◆ Where medication for treatment of long-term conditions such as asthma, epilepsy, diabetes, anaphylaxis or ADHD is required, TWOOSH will require an individual medical management plan from the child's prescriber. The medical management plan will detail the condition of the child, the correct dosage of any medication as prescribed and how the condition is to be managed in the TWOOSH environment.
- ◆ Content of the plan includes:

- identification of the medical condition, ie. asthma, anaphylaxis or other diagnosed medical conditions
  - identification of any risks to the child or others by their attendance at TWOOSH
  - identification of any practices or procedures that need adjustment at TWOOSH to minimise risk e.g. food service
  - process and time line for orientation procedures for Educators
  - methods for communicating any changes to the child's medical management plan between guardians and Educators.
- ◆ All new 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' Facebook 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 that particular child/ren.
  - ◆ Throughout the year plans will be reviewed to ensure they remain current and relevant. Any family needing an updated plan or new medication will be contacted via email or phone to arrange this.

## Administering medications

- ◆ Guardians who wish for medication to be administered to their child or have their child self-administer the medication at TWOOSH must complete a medication administration form providing the following information:
  - name of child
  - name of the medication
  - details of the date, exact time and dosage 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
  - dosage
  - 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: February 2022

Date	Reviewer	Approved by
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<b>26.03.18</b>		TWOOSH Management Committee
<b>18.02.19</b>		TWOOSH Management Committee
<b>10.08.20</b>	CB, MK	TWOOSH Management Committee
<b>29.03.21</b>	AB, MK	TWOOSH Management Committee

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