

Medical Conditions Policy

St Pius X OSHC service staff will assist children to manage medical conditions and assist with medication where the medication is prescribed by a doctor, has the original label detailing the child's name, required dosage & storage requirements & is accompanied by a medication plan

St Pius X OSHC will require information in relation to medical conditions to be gathered and this will be discussed at enrolment with the family. Families are to provide the service with a medical management plan to ensure that the educators and other staff are informed of the required procedures and understand that the plan must be followed by providing regular interventions as detailed or emergency first aid as described in the event of an incident involving the child. When accepting enrolments for children with medication needs, the following procedures will be followed:

- A risk minimisation and communication plan will be undertaken in consultation with the family to identify what will be required to support children with medical conditions.
- Families will be provided with a copy of the service's Medical Conditions Policy.
- Educators in the service will be sensitively informed of Children with medical conditions via staff meetings, memos and a photo board in the office in a discreet location. The rights and dignity of the children will be upheld at all times.
- Implement identified strategies and processes to support children with identified health care needs (such as minimising risk of exposure to allergens such as animals or nuts).
- Implement practices outlined in the communication plan to ensure that families are kept fully informed.
- Service personnel will manage all medication on site regardless of whether it is administered by educators or parents or self-administered by the child. Medication is not to be stored in children's bags (except ventolin).
- Health Care Plans are required for medical conditions. Plans must include a start and **review date**. If your plan does not have a review date, you will be asked to re-contact your doctor. The length of time between reviews is to be determined by your medical practitioner.
- Children will be unable to attend the service without a **current** medical plan.
- We will remind families 2-3 months in advance of medication or medical plans expiring, but ultimately it is the responsibility of the parent to ensure these don't go out of date. We will allow a short period of only a week or two grace period, and then the children will be unable to attend until we have the required current plans and medication in place.
- Service personnel will store medications strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.

All Medications administered at the service shall be recorded on the Medication Record

- If children are receiving medication at home but not at the service, the service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.
- All medication administered at the service must:
 - be prescribed by a registered medical practitioner, from its original container, bearing the original label detailing the child's name, required dosage & before the expiry date
 - OR
 - be an over-the-counter medicine in its original container, bearing the original label and instructions and before the expiry or use by date
 - AND
 - Administered in accordance with any written instructions attached to the medication or provided by a registered medical practitioner
 - AND
 - the parent has completed and signed the service's Medication form, and stated when the last dose was administered and what time the next one should be.

Supervision of medication

Everyone supervising medication needs to ensure that:

- the right child
- has the right medication
- and the right dose
- by the right route (eg oral or inhaled)
- at the right time, and that they
- record the details on the service's Medication Record.

At all times, two educators will supervise the administering of medication, checking both the identity of the child and the correct dose of medication. Both educators will sign the medication record.

A child is not to take his/her first dose of a new medication while attending the service. The child should be supervised by the family or a health professional in case of an allergic reaction.

In South Australia, medication for the treatment of an asthma emergency by a bronchodilator (eg Ventolin) via a puffer can be administered without written authority. The use of a bronchodilator is considered a standard first aid response. Only educators trained in asthma emergency first aid will administer a bronchodilator (eg Ventolin) via a puffer.

In South Australia, the use of an adrenaline auto injector for the treatment of an anaphylaxis emergency requires an anaphylaxis plan and a prescribed auto injector. Only educators trained in emergency anaphylaxis first aid will administer adrenaline via an auto injector. Staff must not administer injections unless they have completed training in this.

Self-management of medication

Children in the service may be responsible to self medicate when:

- The service is provided with a written medication authority (and clear direction from the family and doctor that the child is able to self-manage).
- The parent has signed the daily medication dose onto the service's medication plan
- The medication is in the original pharmacy labelled container.
- The medication is stored according to the manufacturer's instructions.
- Limitations on the quantity brought to the service (daily requirement preferred).
- Children are not to store their own medication except for their own ventolin.
- If educators observe a child apparently self-medicating, they can sensitively and privately ask to see the medication and check with the parent/guardian.
- It is the responsibility of all people on the site to respect others' medication and to keep one's own medication secure to minimise risk to others.

Medication error

If a child takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

- Ring the Poisons Information Centre 13 1126 and give details of the incident and child.
- Act immediately upon the advice given (eg if advised to call an ambulance) and notify the child's emergency contact person.
- Document your actions.
- A critical incident report/accident and injury report forms will be completed by the educator.

Allergies

Where a child has a known allergy, it will be recorded on the enrolment form and all staff made aware of it. Where an allergy requires specific medication or treatment, there must be a current medication plan for the child in accordance with the requirements set out in the Health Support Planning in Education and Child Development.

Medication may be administered to a child without authorisation in the case of an asthma or anaphylaxis emergency by trained First Aiders. In this case, a parent of the child and emergency services must be notified as soon as practicable.