

## DEALING WITH MEDICAL CONDITIONS

### OVERVIEW

*This policy outlines the responsibilities of all parties when a child with a medical condition attends care. The primary text for guiding this document is 'Health Support Planning in Education and Children's Services' (2006). This document lists information about common medical conditions and the roles and responsibilities of educators and families as well as suggesting potential medical direction. Specific policies such as the site 'Health Management Policy' and 'Illness and Exclusion Policy' should be consulted when appropriate.*

### INSTRUCTIONS

#### Leadership will:

- Oversee implementation of this policy in the rooms.
- Ask families when offering a placement whether their child has any medical conditions.
- Distribute paperwork relevant to the child's condition to their family.
- Audit all medication and associated forms every six months
- Ensure policies are up to date and implemented throughout the Centre
- Create tags for medical conditions and allergies.

#### Team Leaders will:

- Communicate this policy to the educators in their room and oversee the implementation.

#### Families will:

- Complete relevant paperwork with a medical practitioner and return.
- Be aware that their child may not be able to begin visits until paperwork is completed.
- Supply medication that is labelled with a prescription label which lists the medication's name, child's name and use-by date.
- Inform their child's primary carer and administration staff if their condition changes in any way so changes can be documented.

#### Educators will:

- Read and sign all Medical plans or discuss medical conditions with person in charge of medication/allergies in the room.
- Store all medication in Allergy Buddies which are located in each room's storeroom on the wall out of reach of children.
- Implement medical plans as per medication forms.
- Inform families when a child's medication is out of date.
- Ensure the child's medical requirements are displayed on the allergy chart.
- Ensure allergy tag has an up-to-date photo of the child

#### Transition leaders will:

- Pass medication forms, medication and any other relevant information onto the child's new primary caregiver before they begin transitions.
- Organise meeting between family and new primary carer prior to transition if complex medical needs exist.

### FORMS

A complete list of condition specific forms can be found here : [\[www.decd.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans\]](http://www.decd.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans)

Any children who require additional care due to a medical condition should have the following forms filled out by a medical practitioner. These forms are filled out before the child commences care or as soon as the medical condition presents itself:

- **General Health Information** (Describes the condition and the steps the Centre must take to include the child in the program).

- **Medical Information** (Describes the treatment the condition requires and the additional forms that will need to be completed).

If medication is taken to treat the condition, a **medication authority form** must be filled out by a medical practitioner. This outlines the type and dosage of medication needed and how it should be administered. Children who require multiple medications should have the **multiple medication authority form** filled out instead. All medication for children will be kept in their Allergy Buddy pocket in the room with their photo and medication information.

Children who require infrequent serious medical care because of a medical condition should have an **individual first aid plan** completed by a medical practitioner and guardian which is discussed with and understood by staff at the Centre.

Children with severe allergies or adverse reactions to certain foods should have a **modified diet care plan** completed and any other relevant documents.

#### **ASSOCIATED POLICIES**

Administration of First Aid

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