

DEALING WITH MEDICAL CONDITIONS

OVERVIEW

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage the medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families, and visitors at our Service.

INSTRUCTIONS

Leadership will:

- Oversee implementation of this policy and ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- Ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedures
- Ensure all new employees are provided access to this policy as part of their induction process
- Ensure families are aware of Dealing with Medical Conditions Policy upon enrolment
- all enrolment forms are reviewed to identify any specific health care need, allergy or medical condition
- Request details of individual care recommendations for any child or young person with an identified health condition via the appropriate documentation [care plans, management plans, action plans, first aid plans and medication agreements](#).
- A health support agreement must also be completed where a parent advises their child or young person has a health condition [health support agreement \(DOCX 127 KB\)](#). This document outlines how the site will meet the requirements of the health care plan.
- The [non-specific health care plan – HSP110 \(DOCX 124 KB\)](#) is completed for children and young people requiring additional care or supervision related to their physical or mental health and wellbeing where there is not a specific health care plan.
- The health support agreement will identify site specific management and emergency response strategies and the level of care needed.
- A health support agreement should be reviewed in consultation with families in each of the following circumstances:
 - annually (at a minimum)
 - when a care plan has been reviewed and updated
 - as soon as practicable after a medical emergency incident at the education or care service
 - prior to the child or young person participating in an offsite activity (ie camps or excursions) or at onsite special events (ie class parties, cultural days, fetes, incursions)
- Ensure medication is managed safely and effectively in accordance with the [medication management procedure \(PDF 267 KB\)](#).
- Ensure medication is not administered without a [medication agreement \(DOC 172\)](#) with the exception of emergency first aid for asthma and anaphylaxis.
- Ensure Health and personal care information is confidential and only provided to staff that are supporting the child or young person and emergency services (if required).
- Ensure DfE resources available on the [managing health in education and care page](#) for specific health conditions are utilised for all management of specific health conditions
- Ensure a notice is displayed prominently in the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and providing details of the allergen/s (Reg.173)

- Ensure medical tags for conditions and allergies are created by assistant director before the child starts visits **without the parent/guardian present** and request an up to date photograph of the child to display with medical information.
- Liaise with staff and chef to ensure they have sighted the allergy paperwork and displayed tags prior to the child starting visits.
- Audit all medication and associated forms every six months
- Consult with the Access Assistant Program/ RN Delegation of Care program where amchild has complex and invasive health needs to be overseen at the site.

Team Leaders will:

- Communicate this policy to educators within their team and oversee the implementation

Educators will:

- Read and sign all Medical plans and discuss medical conditions with person in charge of medication/allergies in the room.
- Store all medication in Allergy Buddies located in each room's storeroom out of reach of children.
- Ensure each allergy tag has an up-to-date photo of the child
- Implement medical plans as per medication forms.
- Check medication once per month to ensure it is still in date.
- Inform families when a child's medication is due to expire/out of date. Once medication expires, it should be passed back to the family to dispose of.
- Ensure each child's medical requirements are displayed on the allergy chart.
- Ensure when administering medication, they follow the child's medication agreement and the pharmacist label on the medication.
- Ensure medication is administered in accordance with the [medication management procedure \(PDF 267 KB\)](#). This includes use of medication rights checklist (medication is given to the right child, the right medication, the right dose, the right strength, delivered by the right route (swallowed, applied topically), right method (e.g. after eating, any other instructions), at the right time with the right documentation completed
- Complete the medication log every time medication is administered and note any application of unmedicated topical creams (nappy cream, sunscreen etc.) on the day sheet. Educators must ensure families sight these at the end of every session.
- Sign the closure of the medication log once the health condition ceases or the action log is full.
- Contact families after an event where emergency medication has had to be used (either the child's personal medication or site general use **auto-injector** or **Salbutamol inhalers**.)
- Inform the family if a child refuses to take medication or is unable to receive medication when required.

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 primary carer prior to transition if complex medical needs exist.

Admin will:

- Prepare and print medical tags for new families prior to visits

Families will:

- Ensure they provide documents to support their child's medical condition.

- Complete a Medication agreement for all medications. Medication agreements are not required for unmedicated items such as nappy creams, sunscreens, lip balms etc. For some medications, relevant paperwork will need to be completed with a medical practitioner and returned. (See attached chart)
- 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 child's name, date dispensed, name of medication, strength of medication, dose required, when the dose should be given, other administration instructions and expiry date, **except for individual asthma medication, where labelling requirements differ (see asthma policy).**
- Inform their child's primary carer and administration staff if their condition changes in any way so changes can be documented.
- Sign the closure of the medication log once the health condition ceases or the action log is full.
- Not request the first dose of a new medication to be given for the first time to their child while at care. Exceptions apply to emergency medication such as **Salbutamol inhalers or** adrenaline auto-injectors. If this is the case for emergency medication families will inform staff when completing paperwork that the medication has never been administered.
- Specify the times medication should be given on the medication agreement. Staff cannot administer medication that is labelled 'to be taken as required' or 'taken as needed' (or similar wording) as they are not authorised to make clinical decisions around administering medication. An exception is when their health support plan for anaphylaxis/allergies or asthma states the symptoms that indicate medication needs to be administered.

Scheduling is a national classification system that controls how medicines and chemicals are made available to the public. Medicines and chemicals are classified into Schedules according to the level of regulatory control over the availability of the medicine or chemical required to protect public health and safety.

The Schedules are

Schedule 1	Not currently in use
Schedule 2	Pharmacy Medicine
Schedule 3	Pharmacist Only Medicine
Schedule 4	Prescription Only Medicine OR Prescription Animal Remedy
Schedule 5	Caution
Schedule 6	Poison
Schedule 7	Dangerous Poison
Schedule 8	Controlled Drug
Schedule 9	Prohibited Substance
Schedule 10	Substances of such danger to health as to warrant prohibition of sale, supply and use

[Scheduling basics of medicines and chemicals in Australia | Therapeutic Goods Administration \(TGA\)](#)

Links to National Quality Standards:

Quality Area 2: Children's Health and Safety

2.1 Health: Each child's health and physical activity is supported and promoted.

2.1.1 Wellbeing and comfort: Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.

2.2 Safety: Each child is protected.

2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.2 Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S.172	Failure to display prescribed information
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policy
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record

89	First aid kits
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement—anaphylaxis or asthma emergency
95	Procedure for administration of medication
136	First Aid qualifications
162	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
175	Prescribed information to be notified to Regulatory Authority

Related Policies:

Excursion Policy

Incident, Injury, Trauma and Illness Policy

Confidentiality Policy

Retention Policy

Acceptance and Refusal of Authorisations Policy

Asthma Policy

Celebrations Policy

Dealing with Infectious Diseases Policy

Administration of Medication Policy

Work, Health and Safety Policy

Food & Nutrition Policy

Record Keeping Policy

Supervision Policy

Enrolment Policy

Anaphylaxis Policy

Child Safe Environment Policy

Diabetes Management Policy

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Resources

DfE Forms

- [Health care plans for individual care – information for health professionals \(education.sa.gov.au\)](https://www.education.sa.gov.au/working-us/service-providers/health-care-plans-individual-care-information-health-professionals)
- <https://www.education.sa.gov.au/working-us/service-providers/health-care-plans-individual-care-information-health-professionals> (care plans, management plans, action plans, first aid plans and medication agreements).
- <https://www.education.sa.gov.au/docs/support-and-inclusion/disability-advice-and-research/hsp120-health-support-agreement.docx> (health support agreement)
- The [non-specific health care plan – HSP110 \(DOCX 124 KB\)](#) (non specific health support agreement)
- <https://www.education.sa.gov.au/schools-and-educators/health-safety-and-wellbeing/health-support-services-and-programs/complex-and-invasive-health-support> (complex and invasive health support)
- <https://edi.sa.edu.au/library/document-library/shared/medication-management-procedure.pdf> (medication management procedure)
- <https://www.education.sa.gov.au/students/health-safety-and-wellbeing/health-support-planning-children-and-students-education-and-care-settings> (managing specific health conditions in education and care).

- <https://www.education.sa.gov.au/sites/g/files/net691/f/hsp121-safety-risk-mgmt-plan.doc?v=1534810709> (safety and risk management plan)

Other Forms

- **Cream/Ointment Checklist:** Must be completed by the parent to sign permission to apply unmedicated creams/ointments to the child. This must be checked by staff for relevant allergen information.