



Procedure related to dealing with medical conditions in children

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.1	90 91 92 93 94 95	Student health in NSW schools: A summary and consolidation of policy

Preschool educators are required to complete the mandatory department health and safety qualifications.

Regarding medical conditions preschool Department of Education staff are required to have:

- Provide CPR (annually)
- Anaphylaxis training (annually)
- Anaphylaxis e-learning (bi-annually)
- e-Emergency Care (tri-annually)
- e-Administration of prescribed medication at school (tri-annually)

Permanent preschool staff also have the HTLD004- First Aid in Education and Care Setting, which comprises of first aid, anaphylaxis and asthma. Most Punchbowl Public School staff also hold a first aid certificate. All records of staff training for the school staff are located in the school server. A copy of preschool staff records are kept in the preschool staff information folder located in preschool office.

All preschool and relief educators are made aware of any child at preschool who suffers from a medical condition. **Note-** a medical condition is a condition that has been diagnosed by a medical practitioner. This may include, but is not exclusive to, the following conditions; anaphylaxis, asthma, epilepsy, diabetes, eczema, food or insect allergy.

Preschool first aid kits must remain well-stocked and kept behind the locked preschool kitchen door. Emergency medication such as Epipens must be stored out of reach of children in an unlocked cabinet. First aid kits and medications, including children's personal medications, will be

monitored by the School Administration Officer-preschool (SAO-p) each term to ensure all items are in date.

The “general use” Ventolin and Epi-pen are also stored in an unlocked cabinet out of children’s reach within the kitchen of the preschool.

Parents and the principal will be notified of any medical emergency in accordance with the Department of Education Policies & Procedures and a notification made to Early Learning.

In an emergency situation, emergency medication such as an EpiPen or Ventolin can be administered without parental authorisation. Parents provide consent for this on the **Application to Enrol in a NSW Government Preschool** form.

Dealing with Medical Conditions

At Punchbowl Public School Preschool, when a parent enrolls a preschool child they are asked on the **Application to Enrol in a NSW Government Preschool** form on page 10 and 11 about any medical conditions. Parents are asked at the pre commencement parent interviews about any medical conditions and again at the parent information session. Parents are given the necessary forms to complete and directed to their family doctor to have them complete the relevant medical management or action plan.

When a child enrolls with a medical condition first the SAO-p will notify the preschool teacher and then the preschool teacher will organise to consult with the family to develop an *Individual Health Care Plan* **before** they commence preschool. This meeting must include

- the development of an individual risk management plan for the child
- development of a communications plan
- the family being given a copy of the Department’s Student Health in NSW Schools policy

Department policy requires an [individual health care plan](#) be developed for any student:

- diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
- diagnosed as being at risk of an emergency and/or
- who requires the administration of health care procedures.

Preschool regulations are consistent with this policy, stating that an individual health care plan must be developed for any child with a medical condition diagnosed by a registered medical practitioner (Guide to the National Quality Framework, section 3, 2.8). This may include, but is not exclusive to, the conditions listed above, as well as food allergy.

The following steps must be taken **before** the child commences preschool, in accordance with regulations [90](#) and [91](#):

- The family must provide a medical management or action plan for the child, developed and signed or stamped by a medical practitioner. If the child is at risk of anaphylaxis, this is the [ASCIA Action Plans for Anaphylaxis \(personal\) for use with EpiPen](#).
- A risk minimisation plan must be developed in consultation with the child’s family. The parent or carer’s signature should be included on the plan as verification that they were consulted.

- A communication plan must be developed documenting
 - procedures for ensuring all staff and volunteers can identify the child and locate their management plan and medication
 - how a child's family will inform the preschool of any changes in the child's management, medication, or the risks identified on their risk minimisation plan

- The family must be given copies of
 - [Student Health in NSW Public Schools: A summary and consolidation of policy](#)
 - preschool procedure relating to medical conditions in children
 - communication plan

Families then need to provide the preschool with relevant medication and fill out the appropriate **Medication Record** according to the procedure below.

All staff are informed when inducted into the preschool where medication and action plans are located and are reminded by preschool signage. Medication and action plans are located in the preschool kitchen in a labelled cabinet.

Casual and relief staff are informed about medical conditions in the casual folder and by preschool signage.

Administration of Medication

Educators must assist with administering prescribed medication during the preschool day, if a child's family cannot reasonably do so ([regulation 93](#)). Non-prescription medication (such as Panadol, Zyrtec, Claratyne) cannot be administered to a child, unless prescribed by a medical practitioner, verified in a written letter from them. Staff who will be [administering medication](#) complete the e-Administration of prescribed medication at school (e-APMAS) online course.

Medication can only be administered with parent or carer written authorisation, as recorded in a **Medication Record**.

If a child is prescribed medication on a long-term basis (for example, anti-seizure or asthma medication), families are able to complete a **Medication Record-long term**. It collects the same information as the regular **Medication Record**, as required in [regulation 92](#), but only requires a single authorisation from the family for a prescribed period. This authorisation can be withdrawn by the family at any point, either verbally or in writing. All long term tablet medication is required to be provided to the preschool in a Webster chemist pack.

The following procedures apply to giving medication:

- On arrival, the parent or carer hands the child's medication to a staff member for safe storage.
- Medication can only be given to a child if it is in its original packaging with a pharmacy label stating
 - the child's name
 - dosage instructions
 - a non-expired use-by date.
- The parent or carer must complete the first section of the medication record, documenting dosage and administration details and authorising the medication to be administered to their child.

- All non-emergency medication is to be stored in a locked cupboard, or locked container in the refrigerator, out of reach of children.
- Emergency medication (EpiPen, asthma reliever medication) must be inaccessible to children, but not locked away.
- Individual emergency medication must be stored with a copy of the child's emergency management plan.
- Children's individual emergency medication, medical management plan or ASCIA plan must always be taken with them when visiting the main school.

When a staff member administers medication to a child, they need to record the details on the **Medication Record**, with another member of staff witnessing that the medication was administered as prescribed. This is to be made available to the family for verification when they collect their child.

Completed medication records are stored in a folder in the preschool office labelled Medication Records. These are scanned at the end of each year by the SAO-e and stored electronically. All paper medication forms are to be kept in the school until the child reaches the age of 25.

Children of preschool age are not permitted to self-administer medication whilst in the care of preschool educators.

Sick Children

The child will be separated from the other children and made comfortable, whilst kept under supervision, for example, lying comfortably on a cushion in a quiet corner.

If the child is not well enough to participate in activities, their family will be contacted and asked to collect them or arrange for their nominated emergency contact to do so.

If a parent is called to collect a child early from preschool, the details will be documented in the **incident, injury, trauma or illness record**.

If a child appears very unwell or has a serious injury that needs urgent medical attention, an ambulance will be called.

If a child develops a serious illness whilst at preschool and as a result needs to attend a medical practitioner or hospital, a notification also needs to be made to Early Learning.

Key Resources

[ASCIA Information for Schools and Childcare](#)

[ASCIA Action Plans for Anaphylaxis and Allergic Reactions](#)

Sources: All Preschool procedures are based on information provided in the following documents;

- Leading and Operating Department Preschool Guidelines
- The Early Childhood Code of Ethics.
- National Quality Standard
- Department of Education Policies and procedures
- Staying Healthy Guide 5th Edition