



Dealing with Medical Conditions

Purpose of this Policy

To ensure that School Support Services Educators are aware of health requirements of all children that attend the service, minimising the potential risk that may arise from a medical condition.

The School Support Service OSHC program staff will assist children to manage medical conditions and assist with medication if that medication is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements and is accompanied by the appropriate medication documents.

School Support Services will support children's health and safety by ensuring:

- Upon enrolment, a child at risk of a medical condition will be identified on their enrolment form.
- A medical action plan, communication plan and risk minimisation plan are in individual enrolment record files for every child that has been diagnosed at risk of a medical condition such as Anaphylaxis, Asthma or an Allergy. This will identify what support will be required to minimise the risk to the child.

The medical action plans will be displayed and used at the service as follows:

- **Action Plan completed by a GP (1 on display, 1 in child's file with enrolment record, 1 with the child's medication & 1 in the service Emergency Management Plan EMP folder)**
- **Communication Plan (1 in child's file with enrolment record)**
- **Risk Minimisation Plan (1 in child's file with enrolment record)**

(it is the responsibility of the Service Coordinator to ensure these records are available at the service as per the list above)

- Each child who attends the service who is at risk of a medical condition will be outlined clearly, to all educators, volunteers and students. (this is the responsibility of the Service Coordinator)
- The agreed management practise (as per action plan) will be outlined to all educators, volunteers and students, keeping in mind the dignity and rights of the child.
- At least one educator on duty will have current approved first aid (CPR), asthma and anaphylaxis management training.

- Educators will document all medication administered whilst at the service, including self-administered medications.
 - Where medication is required for the treatment of long-term conditions or complaints such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed. This includes over-the-counter medication as well as prescription only medication that needs to be taken on a long term basis.
 - If a medication authority is not provided, staff should have written instructions from the parent/guardian (in cases of short-term medication only).
 - In all cases of administering medication, the instructions outlined on the medication form must match those on the pharmacy label.
 - Inform all educators (including volunteers) of the needs of the individual children and the agreed management practice. This must be done in a way that protects the rights and dignity of the child.
 - The coordinator is responsible for all medications on site regardless of whether it is administered by educators, parents or self-administered by the child.
 - If children are receiving medication at home but not at the service, they should be advised on the nature of the medication, its purpose and of any possible side effects it may have on the child.
 - The 'Communication Plan' & 'Risk Minimisation Plan' will be completed by the Service Coordinator and the family on the basis of the information from the child's medical practitioner provided by the parent/carer. The Service Coordinator is then responsible for communicating the information to fellow educators at the service.
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Storage of Medication:

- When educators are to assist with a child's medication, the medication should be given directly to the Service Coordinator, not left in the child's bag or locker.
- Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Some families may wish to supply thermal carry packs to maintain safe temperature storage.
- Medication must be within the expiry date.
- Storage should be secure with clear labelling and access limited to the educators responsible for medication storage and supervision.

Supervision of Medication:

Educators supervising and witnessing medication must ensure that:

- The right child has the right medication and the right dose, by the right route (e.g. oral or inhaled), at the right time, and that they record the details on the School Support Services Medication Record form.

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

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 11 26 and give details of the incident and child.
- Act immediately upon the advice given (e.g. if advised to call an ambulance) and notify the child's emergency contact.
- Document your actions on an incident form and advise School Support Services Management.

Definitions

ADHD

- Attention deficit hyperactivity disorder

Agreed management practise:

- Management outlined on individual at risks 'Risk Minimisation Plan' and Action Plan

Anaphylaxis:

- A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

Asthma:

- A respiratory condition marked by attacks of spasm in the bronchi of the lungs, causing difficulty in breathing.

At Risk:

- An individual whose medical condition has been diagnosed by a medical practitioner and are at risk whilst attending a School Support Services program.

Epilepsy:

- A disorder of the nervous system, characterised wither by mild, episodic loss of attention or sleepiness or by severe convulsions with loss of consciousness

Medical Condition:

- An illness or abnormality in the body that interferes with a person's usual activities or feeling of wellbeing. For example, diabetes, asthma and the diagnosis of a child at risk of Anaphylaxis.

Self-Administer Medication:

- Medication given by oneself.