

4.4 Dealing with Medical Conditions and Medication Administration

POLICY STATEMENT

Castle Hill Funhouse (the Centre) will work closely with children, families and, where relevant, schools and other health professionals, to manage medical conditions of children attending the Centre. We will support children with medical conditions to participate as fully as possible in the day-to-day program in order to promote their sense of wellbeing, connectedness and belonging to the Centre. Our staff will be aware of the nature and management of any child's medical condition and will respect the child's and the family's confidentiality. Medication will only be administered to children in accordance with the National Law and Regulations. A written medical management plan must be completed for each child with a medical condition.

Castle Hill Funhouse seeks to ensure the proper care and attention to all children through the following specific guidelines regarding use of medications. To ensure the interests of the staff, children and parents/guardians are not compromised, medication in its original packaging will only be administered with the explicit written permission of the parent/guardian or, in the case of an emergency, with the permission of a medical practitioner.

To support children to take increasing responsibility for their own health and wellbeing, specific consideration will also be given to children who are carrying medication in their school bags and whose parents/guardians have given written permission to self-medicate. In order for the staff to properly care for children, Castle Hill Funhouse has an expectation that parents/guardians will inform the staff if children are receiving medication at home or school, the nature and purpose of the medication and possible side effects it may have for the child. The staff will use this information to support the child's participation at the Centre.

CONSIDERATIONS

Education and Care Services National Regulations: 90-91, 92-96, 178, 181-184.

National Law: 167, 173.

National Quality Standards: 2 and 6.

The Centre:

- Information Booklet
- Induction
- Enrolment and Orientation Policy

- Providing a Child Safe Environment Policy
- Management of incident, Injury, Illness and Trauma policy
- Administration of First Aid policy

Disability Discrimination Act 1975

NSW Anti-Discrimination Act 1977

Work Health and Safety Act 2011

Individual Medical Management Plans and corresponding resources.

My Time, Our Place Outcomes 1.2, 1.4 & 3.1.

PROCEDURES

Dealing with medical conditions

Families are asked to inform Castle Hill Funhouse of any medical conditions the child may have at the time of enrolment. This information is recorded on the child's enrolment form.

Upon notification of a child's medical condition, the Centre will provide the family with a copy of this policy in accordance with Regulation 91.

Specific or long-term medical conditions will require the completion of an Individual Health and Communication plan (medical management plan) which incorporates risk minimisation and communication strategies. This plan will be developed in conjunction with the child's medical practitioner and family.

During the orientation process, as soon as possible prior to the child's attendance, the Supervisor will discuss the content of the medical management plan with the child's family to assist in a smooth and safe transition of the child into the Centre.

Based on the medical management plan received, the WHS Leader will reflect on and action the following:

1. Identification of any risks to the child or others by their attendance at the Centre.
2. Identification of any practices or procedures that need adjustment at the Centre to minimise risk e.g., food preparation procedures.
3. Training requirements for the staff.
4. Methods for communicating between the family and the staff if there are any changes to the child's medical management plan.

The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition. All staff, including volunteers and administrative support, will be informed of any special medical conditions affecting children at the Centre and will be orientated regarding necessary management. In some cases, specific training will be provided to the staff to ensure that they are able to effectively implement the medical management plan.

Where a child has an allergy, the family will be asked to supply information from their doctor explaining the effects if the child is exposed to their specific allergen and to explain ways the staff can help the child if exposure occurs.

Where possible, the Centre will endeavor to not have that allergen accessible on the premises.

All medical conditions including food allergies will be placed in list form on a noticeboard near the kitchen area out of the sight of general visitors and children. It is deemed the responsibility of every educator at the Centre to regularly read and refer to this list. All relief staff will be informed of this list on initial employment and provided orientation on what action to take in the event of a medical emergency involving that child.

Where a child has a life-threatening food allergy and the Centre provides food, Castle Hill Funhouse will provide clear systems to minimise the risk of that child consuming or being exposed to the allergen.

Families of children with an allergy may be asked to supply a particular diet if required (e.g. soy milk, gluten free bread).

Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods), the child with a food allergy will be seated separately during mealtimes and all children will wash their hands before and after eating.

Where medication for treatment of long-term conditions such as asthma, diabetes, epilepsy, anaphylaxis or ADHD is required, the Centre will require an individual medical management plan from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the Centre environment.

In the event of a child having permission to self-medicate, this must be documented in detail in an individual medical management plan including mutually agreed upon procedures for recording that the medication has been administered.

Administration of Medication

Prescription medication will only be administered to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. Non-prescription medication will not be administered at the Centre unless authorised by a medical practitioner.

The staff will only administer medication during Castle Hill Funhouse operating hours.

Permission for a child to self-medicate must be provided in writing by the parent/guardian. .

In the event of an emergency, reasonable attempts will be made to seek verbal consent to administer medication. Castle Hill Funhouse will provide written notice to the family as soon as practical after administration of the medication.

An authorisation is not required in the event of an asthma or anaphylaxis emergency however a notification will be provided as soon as possible after the time of medication administration to the parent/guardian and emergency services. (Regulation 96).

Families who wish for medication to be administered to their child or have their child self-administer the medication at Castle Hill Funhouse must complete an Administration of Medication form providing the following information:

- Name of child
- Name of medication
- Details of the date, time and dosage to be administered (General time, e.g., lunchtime will not be accepted)
- Details of the last time the medication was administered
- Where required, indicate if the child is allowed to administer the medication themselves or have an educator do it
- Signature of family member

In addition to the Administration of Medication form, the Medication Administration Register will be completed every time a medication is administered by Castle Hill Funhouse staff. This register will contain:

- Name of child
- Name of medication
- Details of the date, time and dosage administered.
- Details of the last time the medication was administered.
- Any adverse reaction observed following medication administration

It is the responsibility of the parent/guardian to inform Castle Hill Funhouse in writing of any changes to medication prescription or regimen. Any changes to medication will require families to complete a new Administration of Medication form.

It is the responsibility of the parent/guardian to inform Castle Hill Funhouse in writing when the medication was last administered. In the event the medication was given at school, Castle Hill Funhouse will endeavor to communicate with the school. Should the school not be able to provide the details, families will need to provide this information.

The Administration of Medication form is available on our website, www.castlehillfunhouse.com.au, under the "Forms & Enrolment" tab, "Medication Form" link.

Medication must be given directly to an educator and not left in the child's bag. The staff will store the medication in a designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times.

If anyone other than the parent is bringing the child to the Centre, a completed Administration of Medication form from the parent/guardian, including the above information, must accompany the medication.

An exception to the procedure is applied for asthma inhalers for asthmatics in which case the child may carry their own medication with written parental permission. Where a child carries their own asthma inhaler, they should be encouraged to report to an educator their use of

the inhaler as soon as possible after administering and Castle Hill Funhouse will maintain a record of this medication administration including time, educator advised and whether the symptoms were relieved.

Before medication is given to a child, the educator who is administering the medication will verify the correct dosage for the correct child with another educator who will act as a witness to the administration of the medication. The educator administering will also check and document when the last dosage was received (date and time) to ensure Castle Hill Funhouse complies with the prescribed dosing regimen. This information will be recorded on the Medication Administration Register.

After the medication is given, the educator administering the medication will record the following details on the Medication Administration Register: Name of medication, dosage, date and time of administration, name and signature of person who administered. The educator who witnessed will also record their name and sign the Medication Administration Register to verify the information.

Storage of Medication

If a child requires specific medication in the event of an emergency (as stated on their medical management plan), it will be stored in a secure cupboard at the Centre.

Information regarding medication administered at Castle Hill Funhouse will be kept in a folder with each child's Administration of Medication form and the Medication Administration Register. This folder will be stored in a secure cupboard and the contents will be archived each year.

The child's medication will be placed in a clear container, clearly labelled with the child's name, with a copy of their medical management plan.

The expiry dates will be noted down in a designated area and checked monthly by a staff member.

It is the family's responsibility to provide the child/children's medication and ensure it is current, with a valid use by date.

Reviewed February - May 2021

Approved by Funhouse Management Committee 5th May 2021