



# Dealing with Child Medical Conditions and Medication Administration Policy

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## Policy Statement:

Northern Rivers Community Gateway (the Community Gateway) works in partnership with children, families and where relevant, schools and other health professionals, to manage medical conditions of children attending its services. The Community Gateway will support children with medical conditions to participate fully in the day-to-day program to promote their sense of well-being, connection and belonging.

Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality. Medications will only be administered to children in accordance with the National Law and Regulations.

## Relevant Legislation and Policy:

- Children (Education and Care Services) National Law and Regulations S167, R85-87, 89, 90-96, 136, 162(c) and (d), 168, 170-172, 173 (2) f, 178, 181-184, National Quality Standards 2.1, 6.2, Disability Discrimination Act 1975, NSW Anti-Discrimination Act 1977, Work Health and Safety Act 2011, Australian Human Rights Commission Act 1986, Children's Guardian Act 2019, Children and Young Persons (Care and Protection) Act 1998, My Time, Our Place
- Other – Child and Young People Protection Policy, Child Safety Policy, Enrolment and Orientation Policy, Family Handbook, Medical Management Plan (provided by medical practitioner), Service Agreement
- Forms – Medical Condition Summary List, Medical Diagnosis Form, Special Needs Medical Profile, My Support Plan, Child Risk Minimisation Plan, Medical Conditions Risk Minimisation Strategies, Medication Administration Form, Child Summary List

## Application:

This policy and procedure relate to management of client's medical condition and administration of client's medication.

## Procedure:

### Dealing with medical conditions

1. Families/carers will be asked on enrolment/client intake/annual update to advise of any medical conditions the child may have and if required complete a *Medical Diagnosis Form* and *Special Needs Medical Profile*.
2. Upon notification of a child's medical condition, the service will provide the family with a copy of this policy in accordance with *Regulation 91*.
3. Specific or long-term medical conditions require the completion of a *Medical Management Plan* developed in conjunction with the child's medical practitioner and family.

4. It is a requirement of the service that a *Risk Minimisation Plan* and communication plan is developed in consultation with the child's family. This is developed referring to the *Medical Conditions Risk Minimisation Strategies* document. The OSHC Coordinator or Children's Services Development Officer will meet with the family and relevant health professionals or school principal as soon as possible prior to the child's attendance to discuss the content of the plan and assist in a smooth and safe transition of the child into the service.
5. The *Medical Management Plan* will be followed in the event of any incident relating to the child's specific health care needs. All relevant staff including volunteers and administrative support will be informed of any special medical conditions affecting children and orientated regarding the necessary management. In some cases, specific training will be provided to staff to ensure they are able to effectively implement the plan.
6. 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 the allergen and to explain ways the educators/staff members can help the child if they do become exposed.
7. Where possible the service will endeavour to prevent access to the allergen at the service.
8. Where medication for treatment of medical conditions such as asthma, diabetes or diagnosis of risk of anaphylaxis is required, the service will require an individual medical management plan from the child's medical practitioner detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.
9. If a child has permission to self-medicate this must be detailed in an individual medical management plan including recommended procedures for recording the medication has been administered. A medical practitioner must provide this plan.
10. All medical conditions including food allergies will be listed in the child's record on ChilliDB or in the medical myXplor list at each Rainbow Region Kids service. It is deemed the responsibility of all relevant staff members to regularly refer to the list. All relevant educators/staff members will be informed of the list on initial employment during orientation.
11. Where a child has a life-threatening food allergy and the service provides food, the service will endeavour not to serve the particular food allergen when the child is in attendance and families will be advised not to supply that allergen for their children.
12. When meals are supplied, the service will endeavour to supply children with the food they require (e.g. soy milk, gluten free bread). Where it is necessary for other children to consume the particular allergen food (e.g. milk) the child with the food allergy will be seated separately during meal-times and all children will wash their hands before and after eating.
13. Children and families will be further engaged through completion of *My Support Plan*.

## **Administration of medication**

1. Prescription medication will only be administered to the child for which it is prescribed, from a Webster-pak container bearing the child's name and with a current use by date. Non-prescription medication will not be administered at the service unless authorised by a doctor and must have a pharmacy label
2. Staff administering medication must hold a current first aid certificate.
3. Staff will only administer medication if a *Medication Administration Form* has been completed for a child, in full, or it is considered a medical emergency. These forms must be completed and signed by the staff member administering the medication.

4. Where a medical practitioner approval is given, educators/staff member will complete the medication form and with the name of the medical practitioner for the authorisation.
5. Permission for a child to self-medicate will be administered with the families written permission only, or with the verbal approval of a medical practitioner or parent/carer in the case of an emergency.
6. Families who wish for medication to be administered to their child or have their child self-administer the medication at the service must complete a *Medication Administration Form*.
7. Medication must be supplied directly to an educator and not left in the child's bag. Staff will store the medication in a designated secure locked place, clearly labelled and ensure medication is kept out of reach of children at all times.
8. If anyone other than the parent/carer is bringing the child to the service, a written permission note from the parent/carer including the above information must accompany the medication.
9. An exception to the procedure is applied for asthma medication for severe asthmatics in which case the child may carry their own medication on their person with parental permission. Where a child carries their own asthma medication, they should be encouraged to report to a staff member their use of the puffer as soon as possible after administering and the service maintain a record of this medication administration including time educator advised and if the symptoms were relieved.
10. Before medication is given to a child the staff member with current First Aid Certificate who is administering the medication will verify the correct dosage for the correct child with another member who will also witness the administration of the medication, when two staff members are present.
11. At its Rainbow Region Kids services each child with a support worker attending will have current information about their individual needs and character. The information may include medical conditions and medication that is currently being taken by the child. This information is confidential and is stored in a folder at each service. It is the duty of the Supervisor to show all staff working with these children the relevant medical files of these children.

## **Medical emergencies**

Administration of medication for incident, injury or trauma and related parental permission and contact procedure is detailed in the *Child Safety Policy*.

## **Record keeping**

1. All documents associated with medical conditions will be kept in the red Medical Folder.
2. A *Medical Condition Summary List* is maintained by the Children's Services Developmental Officer and updated as advice is provided, under the direction of the Manager – Children's Services. The Administration Officer is responsible to email the updated list as required to the relevant site Supervisor, and cc in the Manager.
3. The Supervisor is responsible for filing the *Summary List* in the Medical Folder and to advise educators.
4. As part of sign-in educators must indicate they have checked all relevant folders (including contact, incident, medication) and summary lists.