 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(d) Dealing with medical conditions**

**Forbes Street Woolloomooloo 2013**

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| **Current** | May 25,2017 |
| **Next Review** | May 2018 |
| **Regulation(s)** | R.90 – 96; R168 |
| **National Quality Standard(s)** | Element 2.1.1: Each child’s health needs are supported.  Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.  Element 2.3.3: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
| **Relevant DoE Policy and link** | [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776)-  [Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures](https://cms.det.nsw.edu.au/well/health-and-physical-care/media/documents/anaphylaxis-procedures/anacurric.pdf) (PDF)  [Anaphylaxis Procedures for Schools](https://cms.det.nsw.edu.au/well/health-and-physical-care/media/documents/anaphylaxis-procedures/anaphylaxis-procedures.pdf) - Wellbeing and learning |
| **Relevant School Procedure** |  |
| **DoE Preschool Handbook January 2016** | Wellbeing, pages 29, 31, 36 |
| **Key Resources** | [Anaphylaxis guidelines for early childhood education and care services](https://www.det.nsw.edu.au/media/downloads/what-we-offer/regulation-and-accreditation/early-childhood-education-care/anaphylaxis_guide.pdf) – Early Childhood Education and Care  [Anaphylaxis](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/conditions/anaphylaxis)  [Guidance in completing the Risk Management Plan Proforma: managing exposure to allergens](https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/ins/exposuretoallergensriskmanproforma.pdf) - Health and Safety Directorate - intranet  [Risk management: sample plan](https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/temp/exposuretoallergenssampleriskmanplan.pdf) – Health and Safety Directorate - intranet  [Student Health - Conditions](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/conditions) – Wellbeing and learning  [Individual health care planning](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/individual-planning) – Wellbeing and learning  [Administering prescribed medication at school](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/administering-medication) – Wellbeing and learning  [Diabetes](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/conditions/diabetes) – Wellbeing and learning  [Asthma](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/conditions/asthma) – Wellbeing and learning  [ACECQA Medication Record](http://files.acecqa.gov.au/files/Templates/MedicationRecord.pdf)  [ASCIA Information for Schools and Childcare](https://www.allergy.org.au/schools-childcare)  [ASCIA Action Plans for Anaphylaxis and Allergic Reactions](https://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis) |

* Families are requested to indicate on their child’s enrolment form on pages ten and eleven if their child has a medical condition or allergy. If so, after receiving the completed form, and before the child commences, the teacher will discuss the child’s particular needs at pre-commencement transition sessions.
* Educators will work with parents to support their children’s health care needs while they are at preschool. This may involve giving medication, performing health care procedures or developing an individual health care plan and risk minimisation plan.
* Parents of a child, who is diagnosed with a medical condition (severe asthma, type 1 diabetes, epilepsy or anaphylaxis, is at risk of an emergency reaction or requires health care procedure) need to supply the preschool with a medical action plan. Action plans will be displayed along with clear, current photos of the child and a description of health issues and requirements.
* The teacher will consult with the family to develop a risk minimisation plan for any child who is diagnosed medical condition, at risk of an emergency reaction or requires health care procedures. The preschool educators will then be responsible for implementing the preventative action listed on the plan.
* If a child with a known food allergy or anaphylaxis enrols in the preschool, all preschool families will be notified by way of a written notice, requesting they not pack the particular food or allergen in their own child’s lunch.(See Nut Reduced Procedure)
* All staff should have CPR & first aid training and be aware of any child at the centre who suffers from medical conditions (ie. epilepsy, asthma, anaphylaxis, diabetes) and know where medication and action plans are located.
* Preschool first aid kits must remain well-stocked and kept in the preschool kitchen, first aid draw and on the trolley. Emergency medication must be taken outdoors whenever children are engaging in outdoor activities and stored out of reach of children.
* All parents must be provided with a copy of Koonawarra Preschool’s ‘Dealing with Medical Conditions procedure’.
* Administration of medication can form part of an individual health care plan. Children requiring medication over a prolonged period or who may require emergency treatment, such as for anaphylaxis, diabetes, epilepsy and severe asthma, will require an individual health care plan.
* Routinely the service will review each child’s medication to ensure it is still in date.
* Parents and the principal will be notified of any medical emergency in accordance with the Koonawarra’s Policies & Procedures.
* The use of food products in craft, science experiments and cooking experiences may need to be changed in order to allow children with allergies to participate.
* There may be times when emergency medication needs to be given to children in the preschool. This will be documented on the ‘Incident, Injury, Trauma and Illness’ form.

**Anaphylaxis and Allergies**

* The Department of Education requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA.
* Regulation 136 of the Education and Care Services National Regulations state that at least one person who has undertaken approved anaphylaxis training and one who has undertaken approved emergency asthma training must be in attendance and immediately available at all times.
* **Ensure families provide information on the child’s health** both on the enrolment form and on the Anaphylaxis Medical Action Plan approved by their doctor. The management plan should be supplied on enrolment prior to the child starting at the service.
* **Ensure families provide documentation from their doctor confirming their child’s allergies** and their management in the form of an Allergy Emergency Medical Plan (green).
* When an Allergy Management Plan has not been obtained the service will have the family complete the DoE ‘Essential information for staff – student with health care needs form’ and, if medication is required, an ‘Ongoing Medication’ form
* **Ensure all staff are aware of children that have allergies and anaphylaxis** so they know what they are allergic to prior to the children starting at the service.
* The teacher will consult with the family to develop a risk minimisation plan for any child who is diagnosed medical condition, at risk of an emergency reaction or requires health care procedures. The preschool educators will then be responsible for implementing the preventative action listed on the plan.
* **In any case where a child is having a severe allergic reaction or any symptoms or signs of anaphylaxis**
  + **administer first aid or medical treatment according to either**:
    - the child’s Anaphylaxis Medical Action Plan (red), or,
    - a doctor’s instructions, or,
    - if the child’s individual Medical Action Plan’s are unavailable staff will follow the general ASCIA Action Plan for Anaphylaxis (orange).

**Nut Reduced Policy**

* A nut reduced policy applies to all children in the Preschool.
* **NO NUT** products will be consumed or purchased for use within the centre.

**Asthma**

* **Ensure families provide information on the child’s health** both on the enrolment form and on the Asthma Medical Action Plan approved by their doctor. The management plan should be supplied on enrolment prior to the child starting at the service.
* When an Asthma Management Plan has not been obtained the service will have the family complete the DoE ‘Essential information for staff – student with health care needs form’ and, if medication is required, an ‘Ongoing Medication’ form.
* The teacher will consult with the family to develop a risk minimisation plan for any child who is diagnosed medical condition, at risk of an emergency reaction or requires health care procedures. The preschool educators will then be responsible for implementing the preventative action listed on the plan.
* **In any case where a child is having an acute asthmatic attack**:
  + **administer first aid or emergency medical treatment according to either** :
    - the child’s Asthma Management Plan, or,
    - a doctor’s instructions, or,
    - if the child’s individual Medical Action Plan’s are unavailable staff will follow the general Asthma Australia Asthma First Aid plan.

**Diabetes**

* **Ensure families provide information on the child’s health** both on the enrolment form and on the Diabetes Medical Action Plan approved by their doctor. The management plan should be supplied on enrolment prior to the child starting at the service.
* **This Medical Action plan will contain:**
  + **Details on how to monitor the child:**
    - when, how and how often the child is to have finger prick or urinalysis glucose or ketone monitoring;
    - what meals and snack are required including food content, amount and timing - what activities and exercise the child can or cannot do;
    - whether the child is able to go on excursions and what provisions are required.
  + **Details of what to do in an emergency:** 
    - what symptoms and signs to look for that might indicate hypoglycaemia (low blood glucose) or hyperglycaemia (high blood glucose)
    - what action to take including emergency contacts for the child's doctor and family or what first aid to give.
* The teacher will consult with the family to develop a risk minimisation plan for any child who is diagnosed medical condition, at risk of an emergency reaction or requires health care procedures. The preschool educators will then be responsible for implementing the preventative action listed on the plan.
* **In any medical emergency involving a child with diabetes:**
  + **administer first aid or emergency medical treatment according to either** :
    - the child’s Asthma Management Plan, or,
    - a doctor’s instructions, or,
    - if the child’s individual Medical Action Plan’s are unavailable staff will call the school’s First Aid Officer; or
    - follow the general St Johns Diabetes Emergency procedure;
    - call 000.

**Epilepsy**

* **Ensure families provide information on the child’s health** both on the enrolment form and on the Epilepsy Medical Action Plan approved by their doctor. The management plan should be supplied on enrolment prior to the child starting at the service.
* The teacher will consult with the family to develop a risk minimisation plan for any child who is diagnosed medical condition, at risk of an emergency reaction or requires health care procedures. The preschool educators will then be responsible for implementing the preventative action listed on the plan.
* **In any case where a child is having an epileptic convulsion or seizures**
  + **administer first aid or emergency medical treatment according to either** :
    - the child’s Epilepsy Management Plan, or,
    - a doctor’s instructions, or,
    - if the child’s individual Medical Action Plan’s are unavailable staff will follow call the school’s First Aid Officer; or
    - follow the St Johns Ambulance Epileptic Seizures Emergency Procure.
    - Call 000.

**Nappy changing and other toileting procedures**

* If a child who wears nappies enrols in the preschool, a nappy changing area will be organised with a sink nearby. This will be separate from craft and food preparation areas.
* If a child enrols with a medical condition that requires specific support for toileting, for example catheterisation, will need an individual health care plan. For additional information about plans see;
* [www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhcplan/index.php](http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhcplan/index.php)
* Learning and Engagement officers in local Educational Services team will be contact for support, if required.

**Medication**

* Parents will be encouraged to advise if a child is on medication, even when it is not given at the preschool.
* All school staff must follow the Department’s *Student Health in NSW Public Schools* policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.
* In general, our preschool will not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.
* In some cases the medical practitioner may prescribe an over-the-counter medication. This medication needs to be clearly labelled with a pharmacy label listing child’s name, dosage and storage requirements.
* All 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.
* For administration of medication please see the Koonawarra’s ‘Administration of Medication Procedure’.
* All ‘Incident, Injury, Trauma and Illness’ forms are to be kept in the school until the child reaches the age of 25.