



Early Learning Centre

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Central Yorke School

EARLY LEARNING CENTRE POLICY

HEALTH CARE AND MEDICATION

Central Yorke Early Learning Centre has a duty of care to ensure that all persons are provided with a high level of protection during the hours of the service's operation.

Responsibility for provision of health care information

Parents and guardians retain primary responsibility for ensuring that education and childcare services have relevant health care information about their child. If up-dated health care information is not provided as requested, education and childcare workers can provide only first aid assistance, in accordance with their training.

Health care plans: Information from health professionals

If a child will need individual health support, the service should ask the family to obtain a health care plan from the relevant treating health professional. A health care plan outlines recommendations for routine and emergency health care, in the education or childcare setting, for a specified period of time. It should be authorised by the treating health professional and signed and released by the parent, guardian or adult student.

Medical Action Plans

Where a child has **any diagnosed medical condition** that may require medication including over the counter medications parents/caregivers are required to have their GP complete: a Medical Information form, Individual First Aid Plan and Medication Authority to be stored at the centre. These plans are to be reviewed on a yearly basis or as needed. These forms can be collected from a staff member before going to the GP.

Medication such as asthma puffers and epi-pens are to be brought to the centre each time the child attends, given to a staff member and collected at the end of a session. Arrangements can be made to leave these at the centre for the duration of the child's time at Kindergarten.

Requests for storage and supervision of medication

All medication prescribed and over-the-counter will only be accepted with a completed Medication Authority by a Prescribed Health Professional (Medical Practitioners, GPs, Specialists, Dentists, Optometrists, Nurse Practitioners, Pharmacists).

Definition of medication

The term 'medication' can be defined either as prescribed or non-prescribed. For the purpose of this policy, 'prescribed' medication is:

- Authorised by a health care professional; and dispensed by a pharmacist with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date. Examples of prescribed medication include antibiotics; Ventolin for asthma.
- All medication that does not meet the criteria for prescribed medication, can be considered non-prescribed. This includes over-the-counter medication; medication dispensed by a naturopath or homeopath; or considered complementary or alternative such as vitamins and cultural herbs or remedies. Examples of non-prescribed medication include topical or antifungal creams for nappy rash or eczema; antihistamine for an allergy; or teething gel.

Storage of medication

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.

Storage should be secure with clear labelling and access limited to the staff responsible for medication storage and supervision. Safe storage of medication requires, therefore, as a minimum standard, that the medication is:



- prescribed by a doctor
- provided by the parent or guardian
- within the expiry date of the product delivered to staff as a daily supply (except in long-term continuous care arrangements). This might require the family to organise a second labelled container from the pharmacy for safe storage at home
- provided with a Medication Authority by a Prescribing Health Professional and Medication Record signed by a child's Parent/Guardian. These instructions must match those printed on the product packaging.

Supervision of medication

Everyone supervising medication needs to ensure that:

- the right child
- has the right medication
- and the right dose
- by the right route (for example, oral or inhaled)
- at the right time
- write down what they have observed.

A Medication Authority must be provided by the prescribing health professional to assist staff with safe supervision of medication. This includes over the counter medication as well as prescription-only medication.

The only exception is where medication is included in a first aid kit for use in a standard first aid procedure.

A child or student should not take his or her first dose of a new medication at the centre: the child should be supervised by the family or health professional in case of an allergic reaction.

Administration of medication

In this service, medication is administered to a child by a staff member.

- The service will endeavour to ensure that staff/carers are witnessed by another person when administering medication to children. When staff are working alone staff will use the five principles of medication administration prior to administering medication. Parents will be informed wherever possible that medication will be administered by a single staff member.
- The service reserves the right to contact a health care professional if staff/carers are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.
- Staff will complete a medication record each time a medication is administered.

Monitoring after the administration of medication

All children will be monitored for a period of 10 minutes after administration of medication.

In the case of an adverse reaction staff are to refer to child's health care plan, or general first aid guidelines.

Communicating with staff/carers and families

Parents are to sight all completed medication records upon collection of their child.

Medication error

If a child or student 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 LINE 13 11 26**
- give details of the incident and client
- act immediately upon their advice (for example, if you are advised to call an ambulance)
- notify the child's or student's emergency contact person
- document your actions
- review medication management procedures at the worksite in light of the incident.
- Preschool Director to complete a critical incident report and an accident and injury report on IRMS.

Excursions

A first aid kit and any medications required by children will be taken on excursions with one staff member taking responsibility for the first aid kit. Staff will also carry a mobile phone and a list of children's emergency contacts.

Staff Members Health and Medication

If a staff member has a diagnosed medical condition then they are to communicate this with the Preschool Director and WHS Rep. A Medical Information, Individual First Aid Plan and Medication Authority needs to be completed by a GP and brought to the centre. These forms will be kept securely on site so that in the event of anything happening other staff members are aware of the medication and first aid to administer. Adult medication needs to be stored appropriately, either in the first aid box in the kitchen, or securely in a handbag in the office away from children's access.

Sources: Health support planning in education and children's services DECS 2006