

Last reviewed: July 2019

Nillumbik Playhouse Policy

Dealing with medical conditions

POLICY STATEMENT

Nillumbik Playhouses are committed to ensuring children are supported to feel physically and emotionally well and both the child and their family feel their child's medical needs are met whilst at Playhouse. When a child who has a diagnosed health care need, allergy or relevant medical condition is enrolled at Playhouse, staff work in cooperation with the family to act in the best interests of the child, meet the child's individual health care needs, and meet all regulatory requirements.

Our service prepares to respond to the medical needs of a child through ensuring all staff are aware of and have access to Medical Management Plans and Risk Minimisation Plans. Our service supports staff to feel competent to perform their duties, understand their duty of care requirements, and provide information and adequate training regarding the administration of medication and other appropriate treatments.

The procedures contained within this policy include dealing with medical conditions, administering medication and the communication plan.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

LEGISLATION

Children's Services Regulations 2009 (v10)

Regulation 28 (c-d); 31 (b-g); 33(a); 34(a-h)
Regulation 36-38; 40-44; 50; 55;
Regulation 63-67; 71-72; 75; 78;
Regulation 80-81; 83; 86-87; 90-91; 105

Children's Services Act 1996 (Vic)

Section 26- 27; 29; 33

Child Safe Standards

Standard 1; 3; 7

Education and Care Services National Regulations

Regulation 160; 161; 162; 167; 168(1)(d); 169
Regulation 90; 90(1)(c)(i-iv); 91; 92; 93; 94; 96
Regulation 170; 171; 172; 172(3)
Regulation 77; 79; 85; 136(1)

National Quality Standard

Standard 2.1-2.2

Education and Care Services National Law Act 2010

Regulation 165; 167; 169; 174; 175

GOALS / What we are going to do

- Ensure staff are trained to meet their duty of care obligations and immediately respond to the specific medical needs of children in the care of Playhouse.
- Closely monitor children with medical conditions and respond with quality medical care in line with the child's medical management plan.
- Work with families to ensure the Playhouse operates within the regulatory framework.
- Ensure that the environment is safe and inclusive for all children with diagnosed medical conditions.

EVALUATION

To ensure continuous improvement, the Playhouse Coordinator will:

- Take feedback from everyone affected by the policy regarding its effectiveness, including children, families and staff.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Notify Parents/Guardians when making changes to this policy or its procedures.

- Make updates to the policy as part of the service’s policy review cycle, or in response to current legislation, research, policy and best practice updates, or as otherwise required.

RELATED DOCUMENTS

Relevant service policies such as:

Delivery and collection of children	Dealing with medical conditions	Emergency and evacuation
Health and safety	Incident, injury, trauma and illness	Anaphylaxis
Staffing	Enrolment and orientation	Interactions with children

RESOURCES

Department of Education and Training - Excursions and regular outings

www.education.vic.gov.au

Raising Children

www.raisingchildren.net.au

Royal Children’s Hospital- Kids Health Info- Fact Sheets

www.rch.org.au/kidsinfo/

AUTHORISATION

This policy was adopted on 15 August 2019.

REVIEW DATE

This policy will be reviewed in December 2020.

PROCEDURES/ How it will be done

PROCEDURE FOR DEALING WITH DIAGNOSED MEDICAL CONDITIONS

The responsible person/nominated supervisor will:

- Provide the Parent/Guardian with a copy of the Dealing with medical conditions policy when a child with a medical condition enrolls at a service or when the service is notified of the condition.
- Ensure the family provides and maintains a relevant medical management plan and works with families to develop a risk minimisation plan.
- Ensure all diagnosed health care needs, allergies or medical conditions of children are treated in line with the medical management action plan provided by the Parent/Guardian.
- Ensure a communication plan is maintained so staff members and volunteers are aware of how Playhouse manages any diagnosed health care needs, allergies or medical conditions of children and how parents can communicate any changes to the service.
- Ensure medical management plans are readily available and communicated to others involved in the care and education of the children, eg. Students, relief educators and playhouse educators.

The educators will:

- Notify the Primary Nominee of any changes to a child's medical condition.
- Treat all diagnosed medical conditions (including anaphylaxis, asthma, diabetes etc.) in line with the medical management action plan provided by the Parent/Guardian.
 - Follow the steps on the child's medical management plan.
 - Call ambulance if required.
 - Contact the parent/guardians. If uncontactable, contact the person to be notified in the event of illness.

As soon as practicable (but no later than 24 hours) record every incident or serious illness, injury or trauma using the approved form and notify the Department of

- Education and Training and the Licensee as per regulatory requirements. The information recorded must include the following:
 - Time of event
 - Time of notifications (parents, coordinator, emergency service).

The Parent/Guardian will:

- Ensure the service has a copy of the medical management plan (prior to commencement or before resuming care after diagnosis). This plan must:
 - Be signed by the child's doctor or health professional.
 - Have a coloured photo of the child attached.
 - Be updated annually or when any changes to the condition or plan occurs.
- Communicate with educators at the Playhouse any changes to child's medical condition- e.g. If parents/guardians have had to activate the plan, change in diagnosis.
- Hand medication to an educator upon arrival at the service (no medication is to be left in children's bags).

PROCEDURE FOR ADMINISTERING MEDICATION

In supporting the health and wellbeing of children the use of medications may be required by children at the service. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

The Primary Nominee will:

- Ensure that a medication record and risk minimisation plan is developed for each child requiring medication at the service. The medication record must detail the name of the child and have authorisation to administer medication signed by the parent/or person named on the enrolment form as authorised to consent to the administration of medication.
- Ensure that medication is not administered to a child being educated and cared for by the service unless:
 - The administration has been authorised and administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner);
 - from the original container;
 - with the original label clearly showing the name of the child;
 - and before the expiry/use by date.
- Ensure that written and verbal notifications are given to a Parent/Guardian of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical.
- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Take reasonable steps to ensure that medication records are maintained accurately.

- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Ensure that educators receive information about the medical and medication policies during their induction.

The educators will:

- NOT administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Ensure that medications are stored as per instructions and kept inaccessible to children.
- Follow hand washing procedures before and after administering medication.
- Ensure that two educators administer medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible to check the Medication Form, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the Medication Form.
- Medications will be returned to the locked medication container after use.
- Share any concerns or doubts about the safety of administering medications with the Primary Nominee to ensure the safety of the child. The Primary Nominee may seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication.
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Incident, Injury, Trauma and Illness Record documents are completed after medication is given.

The Parent/Guardian will:

- Keep children away from the care setting while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long-term medication use.
- Complete a Medication Record form and a first aid/risk management plan as applicable for children requiring medication while they are at the service. Documents for long-term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication needs change.
- Keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for.
- Hand medication to an educator upon arrival at the service (no medication to be left in bags).
- Provide any herbal/naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication.

PROCEDURE FOR COMMUNICATION (COMMUNICATION PLAN)

- The Primary Nominee is to ensure a copy of Dealing with medical conditions policy is provided to a Parent/Guardian upon notification by Parent/Guardian of a child having a medical condition. The policy can be provided via email or a printed copy.
- Relevant staff members e.g., students, relief educators and playhouse educators are informed about the Dealing with medication conditions policy during the induction process and following any updates or changes. The Primary Nominee will ensure relevant staff members have read the policy and understand their roles and responsibilities.
- The medical management and risk minimisation plans for children at Playhouse who have a diagnosed health care need, allergy or relevant medical condition are readily available and discussed face-to-face with relevant staff members:
 - During the induction process.
 - Quarterly staff meetings.
 - After Parent/Guardian notifies the Playhouse of any changes.
 - Following enacting any medical management plan.
- Risk minimisation plans are developed in consultation with Parents/Guardians and support from playhouse educators. Relevant staff will be informed of and supported by the Primary Nominee to perform their roles and responsibilities in relation to mitigating risk at Playhouse.
- A Parent/Guardian can communicate with educators at the Playhouse any changes to the medical management plan and risk minimisation plan for their child at any time. Changes to diagnosis or plans must be submitted in writing in writing via email, fax or letter. These plans are updated annually or if any changes occur and supplied to Playhouse educators.
- A Parent/Guardian is to notify an educator or the Coordinator of any changes to child's medical condition, e.g. if Parents/Guardians have had to activate the plan. This can be done via email, in writing, via telephone or face-to-face. An Educator receiving an update from a Parent/Guardian is to notify the Coordinator as soon as practicable.