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<th><strong>Policy Number:</strong></th>
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| **Policy Title:** | **Dealing with Medical Conditions** |

<table>
<thead>
<tr>
<th><strong>Legislation and related documents:</strong></th>
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<tbody>
<tr>
<td><a href="http://www.chess.sa.edu.au">www.chess.sa.edu.au</a></td>
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<td>Regulation 168, Education and Care Services National Regulations, 2011</td>
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<th><strong>Director’s Name:</strong></th>
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Rationale

Brentwood Drive Kindergarten supports all aspects of children’s health, with a focus on:

- ensuring that their individual health and comfort requirements are met
- ensuring effective hygiene practices to control the spread of infectious diseases are in place

We understand that physical wellbeing contributes to children’s ability to concentrate, cooperate and learn (Early Years Learning Framework, page 30; Framework for School Age Care, page 30) and that being healthy, well rested and free of illness assists children to be able to participate happily and successfully in the learning environment.

Practices for dealing with medical conditions

We find out about individual children’s health requirements and routines.

- On enrolment the name, address and telephone number of the child’s medical practitioner is recorded by the parent on the enrolment form and if available the Medicare number, along with details of any additional needs, medical conditions, dietary requirements, allergies, asthma or risk of anaphylaxis. This is recorded in hard copy in the child’s file and on the Early Years System.
- The appropriate Health Care Plans are developed to meet children’s individual health requirements and routines using the resources found at www.chess.sa.edu.au. Children with a modified diet are required to have a Modified Diet Plan which is authorised by a dietician or Medical Practitioner.
- At enrolment and in the event of a child developing a new health care need or a change in a current identified need families are informed of the need to develop a Health Care Plan in consultation with their Medical Practitioner (s). A poster explaining this is on display on the notice board and periodically attached as part of the newsletter. Identifying a child’s medical needs is a part of the enrolment form and enrolment process and once the health Care Plan is developed an informative notation is made on the enrolment form and a copy of it is kept in the child’s file. The following procedure as recommended by the Department of Education and Child Development is used in conjunction with Attachment B in this policy.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Before enrolment</th>
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<tbody>
<tr>
<td>Provision of general information to families and a supportive environment for children and students</td>
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<th>Step 2</th>
<th>When a need is identified</th>
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<tr>
<td>Collection of individual health care information e.g. care plans (and agreement about interim measures)</td>
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<th>Step 3</th>
<th>The planning process</th>
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<td>Negotiation of an individual health support (risk minimisation) plan</td>
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<th>Step 4</th>
<th>Monitoring and review</th>
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<td>Ensuring special measures are current and effective</td>
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Health Support planning in education and children’s services, 2006, page 6

We ensure that all staff members who need to be aware of and know how to manage children’s specific health requirements are informed about these.

- Children’s Health Care Plans are posted on the inside of the First Aid cupboard with a clearly marked sign stating “Health Care Plans” on the outside of the cupboard. Staff are informed of this at induction and it is identified in the Staff Induction Book.

2 Brentwood Drive Kindergarten Dealing with Medical Conditions Policy, 2012
We keep up to date with current, authoritative information about the management of specific health needs and anaphylaxis.

- All staff must maintain current required First Aid training including the management of anaphylaxis and asthma. It is the Director’s responsibility to ensure that staff are aware of current requirements and have completed the appropriate training.
- As training requirements change the Director must make the staff aware and ensure access to appropriate training. Accurate records are maintained by the Director in the “Human Resources Management” application available on the DECD edu portal.

We ensure that the service adopts the best practice in relation to the administration of medication for children.

- After training and development opportunities staff share best practice during staff meeting times. Best practices and significant changes in practices are documented in the staff meeting minutes and reviewed each term.

**Administration of medication**

The following practices apply to administration of medication for children whilst at kindergarten.

- Children of preschool age are not permitted to self-administer medication.
- All medicine administered to children whilst at Kindergarten must have written authority of a medical practitioner using the Medication Authority form contained in “Health Care Planning for Preschools”
- All medicines must be administered by a First Aid Trained staff member AND countersigned by a second staff member.
- All medicines must be administered strictly to the Medical Practitioners instructions and the staff member must check the following:
  - Right child (the child’s name must be clearly stated)
  - Right authorisation (the medicine must be authorised by a Medical Practitioner and signed by the parent/carer)
  - Right medicine (the medicine must be in date, in the original packaging)
  - Right time and date (the time and date the medicine was last administered must be recorded)
  - Right dose (the medicine must be administered at the stated dose)
  - Right method (the medicine must be administered in the right way i.e. orally, in the ear, in a PEG feed)
  - The administration of the medication must be signed off by the parent on collection.

The administration of all medications must be recorded on the Medication Record attachment A.

**Management of asthma and anaphylaxis**

All staff maintains current qualifications in the management of anaphylaxis and asthma and a blue “reliever” puffer is kept at the Kindergarten in case of an asthma emergency. It is stored in the First Aid Cupboard.

- All children and adults who have diagnosed asthma or anaphylaxis are required to provide the Director with an Asthma or Anaphylaxis care plan authorised by a medical practitioner.
- All children and adults who have diagnosed asthma or anaphylaxis MUST provide the relevant asthma puffer or auto injector clearly labelled and placed in the Asthma/ Anaphylaxis box on the shelf near the kitchen each day of attendance.
- In the case of an emergency where a child or adult has an asthma attack without prior diagnosis staff will administer the blue “reliever” puffer and then contact:
  - Emergency services (000) – ask for ambulance.
  - The child’s family or emergency contacts.

- If a child is administered emergency asthma medication (ie without prior written authorisation) the parent should be notified immediately particularly if it appears to be the child’s first asthma attack. As per first aid training an ambulance should be called if symptoms persist or worsen.
- When a child is diagnosed as at risk of Anaphylaxis:
  - Staff and children will understand and apply allergy aware practices
    - Hand washing before and after eating, non-sharing of foods.

3 Brentwood Drive Kindergarten Dealing with Medical Conditions Policy, 2012
• children do not share or swap food, unless under supervision (for example special events, as pre-arranged and agreed with the family)
  o class activities such as craft will be carefully monitored when they include allergen containing items such as egg and milk cartons, seeds, play dough (chocolate essence) and egg shells
  o food is not given as a reward/treat
  o families of children with anaphylaxis will be consulted when planning for cooking lessons, class parties etc.
    o all families will be regularly informed about allergy aware policy and practice in education and children’s services and a notice will be placed on the door regarding the presence of children at risk of anaphylaxis
  o Food preparation will follow standard precautions to avoid cross contamination.
  o Planning excursions will take into account food supply services, including discussing the full menu with families (including product details)
  o The use of selling allergen containing foods as a fundraising exercise will be avoided, eg supplying chocolates to all children in the preschool to sell

Management of allergies and dietary requirements
Children and adults who have dietary allergies or modified dietary requirements are required to have a completed “Modified Diet Care Plan” authorised by a Medical Practitioner. An Individual First Aid plan must accompany the Diet Care Plan in the event that a child or adult requires first aid as a result of coming into contact with an allergen. These are stored in the inside of the First Aid Cupboard and are referred to when food is prepared for children. See Attachment C of this policy.

Other Health Care needs
Health Care and Planning forms for all other health care needs are available at www.chess.sa.edu.au and must be filled in and authorised by a Medical Practitioner in order to meet the health care needs of all individuals at Brentwood Drive Kindergarten.

We keep informed about current food safety and hygiene practices and ensure that all staff members consistently implement these practices.
  • Staff and volunteers that work with children undertake food safety and hygiene training using the Bug Busters DVD as recommended by the Government of South Australia: Food Safety. Staff are considered role models in following food safety and hygiene practices, and in modelling these for children. Staff are expected to follow thorough hand washing procedures and are required to wash their hands:
    • Before eating or preparing food
    • After using the toilet
    • After assisting a child to use the toilet or change soiled clothing
    • After blowing their nose or assisting a child to blow their nose

It is understood that thorough hand washing procedures assist in the prevention of the spread of disease. Children are informed of good hand washing practices through the use of pictorial aids and explicit teaching.

We maintain acceptable levels of hygiene while minimising the use of toxic products.
  • Using the CHEMWATCH resources as provided by DECD we research and purchase chemical based products (ie detergents, sprays, soaps) that demonstrate the lowest levels of toxic products. The Material Safety Data Sheets relevant to these products are displayed clearly in the area where the products are stored for quick access in the event of poisoning.

We keep up to date with current information about child and adult immunisation.
  • Families are asked to provide immunisation records at enrolment by providing the individuals’ “Child and Youth Health Blue Book” with up to date immunisation records in it. This information is recorded on the child’s enrolment form in the child’s file.

4 Brentwood Drive Kindergarten Dealing with Medical Conditions Policy, 2012
We ensure that families are informed about and follow the service’s policy and guidelines for the exclusion of ill children.

- We inform families when exclusions need to occur using the resource “You’ve Got What?” In the event of an outbreak of illness all families are provided with an informative leaflet about the illness from “You’ve Got What” with a cover note stating “We have a reported/suspected case of…. please see the following leaflet for more information.”

We communicate with families if there is an outbreak of an infectious illness.

- In the event of an outbreak of an infectious illness we post a sign on the parent information whiteboard stating that “We have an outbreak of an infectious illness” and information about the illness from “You’ve Got What?”

We review and update our child health related policies and procedures.

- Our policies and practices are reviewed every 2 years and any modifications recorded and changed. Reviews are recorded in the policy folder on the cover sheet of each policy.

Staff Illness

- All staff are asked to inform the Director of any illnesses and pre-existing medical conditions during induction. An individual Health Care Plan will be completed for any pre-existing medical conditions and staff are asked at induction not to undertake any activities that may exacerbate a pre-existing medical condition.

- If staff members become unwell whilst at work they should inform the Director immediately (or if the Director is unavailable, another staff member)

- If the person becomes unwell at work
  1. They will be removed immediately from contact with families and children if at all possible
  2. Appropriate first aid will be administered if necessary
  3. Appropriate supervision will be provided as necessary
  4. The Director will call a relief teacher to replace the unwell staff member as soon as possible
  5. The Director will call an emergency contact person or Taxi to take the staff member home
  6. Where necessary an ambulance will be called and emergency contacts informed.

- If the person is unwell during non-contact time they may leave to go home immediately
- Staff are required to notify the Director of any illness the night before if at all possible in order to give the greatest opportunity for a relief teacher to be arranged.

Communication Plan

- It is the Director’s responsibility to ensure that all staff, volunteers and relievers will be provided with a copy of the Medical Conditions Policy at induction. A copy will be stored in the Staff Induction book.
- It is the Director’s responsibility to ensure that all families will be provided with a copy of the Medical Conditions Policy at enrolment. A copy will be stored in the Enrolment folder.
- It is the Director’s responsibility to ensure that a staff member trained in the use of an autoinjector (both an Epipen and an Anapen) must be present at all times when children are present. It is our practice to train all regular teaching staff in Anaphylaxis Awareness. Responding to a medical emergency is practiced at least once per term and is listed as a Site Task on the online OHSW Business Manager program.

- Anaphylaxis:
  - A staff member fully trained in current asthma and anaphylaxis training will be present whenever children are present.

5 Brentwood Drive Kindergarten Dealing with Medical Conditions Policy, 2012
• All staff are trained in the causes, symptoms and treatment of anaphylaxis.
  o Causes of anaphylaxis are a reaction to allergens including but not limited to
    1. Peanuts, eggs, milk, tree nuts, soy, wheat, fish, shellfish, sesame, insect venom,
       medicines and latex
  o Symptoms of a mild to moderate allergic reaction are
    1. Swelling of lips, face and eyes
    2. Hives or welts
    3. Tingling mouth
    4. Abdominal pain, vomiting (severe in reaction to insects)
  o Symptoms of severe anaphylactic reaction are
    1. Difficult/ noisy breathing
    2. Swelling of the tongue
    3. Swelling/ tightness in the throat
    4. Difficulty talking and/ or hoarse voice
    5. Wheeze or persistent cough
    6. Persistent dizziness or collapse
    7. Pale and floppy (young children)
• All children diagnosed at risk of anaphylaxis are identified on their individual Action Plan for Anaphylaxis. These are posted on outside of the cupboard door in the Kitchen, near the First Aid Cupboard. The action plan is reviewed each term with all staff, volunteers and relievers. Staff also review these at induction.
• Child Awareness
• Children are taught as part of our curriculum
  o Not to share food with each other
  o Wash your hands before and after eating
  o Know what their friends are allergic to
  o Get help if their friend becomes sick
• Working with families
• We are aware that considerable anxiety can occur for families when a child begins Kindergarten and is at risk of anaphylaxis. We encourage families to communicate with us any medical information about their child as well as their feelings and concerns. We will work with families to develop a Risk Minimisation Plan to ensure that appropriate management strategies are in place.
• Working with the broader community
• We will use avenues available to raise awareness about anaphylaxis in the community. This may include displaying Asthma Friendly and Allergy Aware posters in our Kindergarten and providing promotional material to families where appropriate.
• Privacy considerations
• Prior to displaying information about their child on the Anaphylaxis Action Plan families will be included in discussions on how the information will be displayed and used. Families privacy will be considered at all times and information will be displayed appropriately to enable staff to act quickly in the event of an anaphylactic reaction.

6 Brentwood Drive Kindergarten Dealing with Medical Conditions Policy, 2012
This policy has been developed in consultation with Brentwood Drive Kindergarten families, Parent Group and Staff.