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Introduction

Many children have diagnosed medical conditions and require medication to be administered either regularly or as needed. Administering medication to children is considered to be a high risk practice and as such carries obligations for both the staff and parents/guardians. Medical conditions include, but are not limited to, asthma, diabetes and the diagnosis of a child at risk of anaphylaxis.

Policy Statement

St Francis Xavier's OSHC service aims to facilitate effective care and health management of children with documented medical conditions, episodes of illness and medical emergencies.

Educators will assist children to manage their medical conditions and will ensure that the high risk practice of administering medications is carefully monitored to reduce any risk to the health and wellbeing of the child.

Guided by Legislation and Other Provisions

- Education and Care Services National Law Act, 2010
- Education and Care Services National Regulations, 2011: Regulations 87, 89-96, 136, 168, 177, 181, 183, 184
- South Australian Commission for Catholic Schools (SACCS) Duty of Care Policy 2004

Links to National Quality Framework and Standards

- My Time, Our Place Framework for School Aged Care in Australia: Outcome 3
- National Quality Standards: 2.1.1, 2.1.4, 2.3.3, 4.1, 4.2.1, 7.3.1, 7.3.5

Related Policies

- OSHC Authorisations Policy
- OSHC Managing Asthma in Children Policy
- OSHC Allergy Awareness Policy
- OSHC First Aid Policy
- OSHC Incident, Injury, Trauma and Illness Policy

Related Forms

- Medical Action Plan
- Health Support Plan
- Permission to Administer Medication Form
- Medication Sheet

Implementation

St Francis Xavier's OSHC will minimise the risks around the management of children with medical conditions by:

- ensuring all children with diagnosed medical conditions have a current Medical Action Plan (from a medical doctor or specialist) that details any treatments or medications, risks and information;
- ensuring a Permission to Administer Medication Form has been completed for each child that requires medication to be administered whilst they are in the care of the service;
- collaborating with the families of children with diagnosed medical conditions to ensure that there is a current risk minimisation (Health Support Plan) in place for that child, and that it is understood and followed by staff;
- informing all staff, including casual staff, of children diagnosed with a medical condition and the action plan procedures required to manage them; and
- ensuring staff are adequately trained to administer medication, particularly emergency medication, and that strict guidelines are followed at all times.

Service Procedures

On Enrolment

- Parents/guardians are required to provide as much detail as possible about any medical conditions, treatments and health concerns on the enrolment form when enrolling their child or in the case of a diagnosis of a medical condition.
- Children with a diagnosed medical condition require a Medical Action Plan to be completed by a registered doctor or specialist prior to them commencing with the service.
- Parents/guardians are also required to complete a Health Support Plan and discuss with the Director/Assistant Director prior to the child commencing with the service.
- If medication is required to be administered to a child, either regularly or in an emergency situation, parents/guardians must complete a Permission to Administer Medication Form and provide it to the Director/Assistant Director. No medication can be administered until the appropriate documentation is received.

Medication

- The Director/Assistant Director is responsible for all medications on site.
- Medication must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container as dispensed from the pharmacy, with the child's name and correct dosage written on the label.
- All medication is to be stored securely, in labelled bags with the child's name on it, in the first aid cupboard located in the OSHC office, unless it requires refrigeration.
- Parents/guardians must ensure that any medication provided to the service is within the expiry date.
- The Director/Assistant Director will check all medications stored at the service at least once per term, and return any medications to parents/guardians for disposal when/if necessary.

Administering Medication

- All medication administered at the service must:
 - be prescribed by a registered medical practitioner, in its original container, bearing the original label from the pharmacy detailing the child's name, required dosage and must be before the expiry date
OR
 - be an over-the-counter medicine in its original container, bearing the original label and instructions and be within the expiry or use by date
AND
 - administered in accordance with the written instructions attached to the medication or provided by a medical practitioner
AND
 - the parent/guardian has completed, signed and returned a Permission to Administer Medication Form.
- A child is not to take his/her first dose of a new medication whilst attending the service.
- Staff administering medication must ensure that:
 - ✓ the right child;
 - ✓ has the right medicine;
 - ✓ and the right dose;
 - ✓ by the right route (e.g. oral, injected or inhaled);
 - ✓ at the right time; and that
 - ✓ they record the details on the service's Medication Record (Administration of Medication Record Book)
- Medication is not to be shared between children.
- Invasive health care (such as catheterisation, gastrostomy feeding, tracheostomy suctioning and intravenous injections) is not to be carried out by staff working in OSHC. Children requiring these procedures require a Health Support Plan and a credentialed health care worker to undertake the task and manage these conditions.
- On excursion days, all medication and required medical information (Enrolment Form, Medical Action Plan, Health Support Plan, Permission to Administer Medication Form) will be taken in the First Aid Kit. The Director/Assistant Director will be responsible for ensuring medication is given at the appropriate time.

Training for Staff

- All educators at the service will undertake the prescribed first aid training

Self Management of Medication

- The service can support children to self manage medical conditions where appropriate to do so.
- Children may only self medicate when:
 - written authority has been given (a Medical Action Plan and Health Support Plan are in place);
 - the family and doctor advise that the child is able to self manage;
 - the parent/guardian has completed, signed and returned a Permission to Administer Medication Form;
 - the medication is in the original container with a pharmacy label on it; and
 - the medication is stored according to the manufacturer's instructions.
- Children are not to store their own medication.

Error when Administering Medication

- If a child takes the wrong medication, the wrong dose of medication or takes medication via the wrong route, the following procedure will be followed by staff, if required:

1. Contact the Poison's Information Centre on 13 1126 and give details about the incident and the child.
2. Act immediately on the advice given (such as to call an ambulance).
3. Contact the child's parent/guardian or emergency contact person.
4. Document all actions.
5. Complete an Incident Report.
6. The Director/Assistant Director will ensure that all internal procedures regarding responding to critical incidents are followed.

Record Keeping and Confidentiality

- Enrolment forms, Medical Action Plans, Health Support Plans and Medication Records are kept securely, having regard for prescribed regulations and confidentiality.
- A poster with information about children with allergies, possible allergens, reactions and medication will be displayed in the OSHC office and kitchen.
- A list of all children's medication requirements will be displayed and maintained in the OSHC office for staff to refer to.
- A record must be made on the Medication Sheet each time an educator administers medication to children at the service. The Medication Sheet will be co-signed by another educator.
- All records relating to children who have left the service are to be archived within the school's record keeping system annually as prescribed.

Responsibilities

The Director/Assistant Director will be Responsible for:

- Assisting children, families and staff to manage the medical conditions of children enrolled in the service.
- Collaborating with parents/guardians to create a Health Support Plan for all children enrolled in the service who have a diagnosed medical condition and require medication either regularly or in the case of an emergency.
- Identifying strategies and processes to support children with identified health care needs.
- Ensuring all staff are made aware of the medical needs of children at the service and any agreed management practice, in a way that protects the rights and dignity of the child.
- Managing all medication on site
- Ensuring all staff undertake the required first aid and medical treatment training, within appropriate timeframes, and keep accurate records of such training undertaken.
- Ensuring any specific training that is required to support a child's medical needs is discussed with the parent/guardian prior to the child commencing at the service.
- Ensuring staff are aware of processes and procedures in place to manage medications, administer medications and respond to critical incidents.
- Providing a copy of this policy to families of children with identified medical conditions.

- Ensuring all medical records of children are stored appropriately and managed in accordance with the service's record keeping and confidentiality obligations.

All Educators will be Responsible for:

- Following the procedures and processes outlined in this document.
- Undertaking required first aid and medical treatment training, as directed.
- Being alert to children with diagnosed medical conditions.
- Assisting children, families, the Director and Assistant Director to manage the medical conditions of children enrolled in the service.

Families and Children will be Responsible for:

- Familiarising themselves with, and adhering to, the service's policy and procedures.
- Providing the service with accurate and detailed health information about their child.
- Working in collaboration with the Director/Assistant Director and educators to manage their child's medical conditions effectively.
- Providing detailed information regarding administering particular medications to their child.

References/Resources

- Health Support Planning in Education and Children's Services 2006 (prior policy references)
- ACECQA: dealing with medical conditions in children policy guidelines information sheet

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