

DEALING WITH MEDICAL CONDITIONS

PRESCHOOL POLICY

St Joseph's School, Ottoway

Reviewed: Term 2, 2021 Next Review Due: Term 2 2024

Preschool – Dealing with Medical Conditions

PHILOSOPHICAL BASIS

All staff have a primary duty to the children in their care. All staff are required to take positive steps towards maintaining health and safety for children at St Joseph's. Staff, children and their families are to be informed, understand and follow the procedures as indicated below.

AIMS

Staff at St. Joseph's preschool are trained in first aid procedures. We understand that some children have additional and medical needs and we aim to cater for these in the best possible manner.

OBJECTIVIES

St. Joseph's preschool aims to minimise the risks around medical conditions of children by:

Informing all staff and educators, of children diagnosed with a medical condition

Ensuring all children with diagnosed medical conditions have a current action plan

Ensuring all staff are adequately trained in the administration of emergency medication.

Students with significant medical conditions & management plans

- Children with significant medical conditions have their details in their file held in the school system.
- All preschool staff have first aid training.
- All preschool staff are trained in the administration of an Epipen for Anaphylaxis.
- Asthma first aid kits and an Epipen are available in the school first aid room and the preschool.
- A First Aid Officer is to check the due date on all medication held at the school and to advise parents/caregivers when medication needs to be replaced.

Supervision of medication

- St Joseph's has trained staff to supervise prescribed oral and measured dose and inhaled medication.
- Long term prescribed medication will only be administered when accompanied by a Medical Plan and a Medication Plan which has been dated and signed by the doctor. Staff responsible for the storage and supervision of prescribed medication will ensure all medication administered is administered according to the

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- Medication Rights Checklist attached to this policy. However the school does not accept responsibility for missed doses of medication.
- Short term prescribed medication, e.g., antibiotics, will only be administered when accompanied by prescription/medication details attached to bottle or packet. Parents must sign an authority to administer the medication confirming dates, times and dosage.
- Medication must be handed to the staff responsible for the storage and supervision of medication in the morning.
- If children are asthmatic they must have their medication at preschool. An Action Plan, spare puffer and Medication Plan are to be kept in the Preschool first aid cupboard for each student who is asthmatic.
- If for some reason a question arises as to whether a dose of the medication should be given in a particular instance, the parent/guardian will be contacted by the First Aid Officer. If they are not contactable we reserve the right to contact the medical practitioner or failing that doctor being available a medical practitioner of the school's choosing for guidance.
- The First Aid Officer can only advise as to whether or not the student has received the medication in accordance with instructions. If staff become concerned that the child is ill, parents will be contacted to collect the child. Staff are only able to provide basic first aid and not able to advise on children's reaction to medication or make judgments about a child's state of health or condition following the administration of the medication.
- All parents or carers must complete a Student Emergency Form when students first attend St Joseph's Preschool. This Form must be updated yearly or whenever there is a change in the student's medical condition.

Storage of medication

- St Joseph's Preschool is only permitted to store and supervise medication that has been prescribed by a doctor for the individual child for the period of time specified. This ensures that medication is medically warranted.
- Prescribed medication is required to be stored in the First Aid cupboard or preschool fridge. Asthma puffers or Epipen are stored in containers individually marked with the student's name in the preschool first aid cupboard.

Related documents

- Medication Rights Checklist
- Administration of First Aid Policy
- Dealing with Infectious Diseases Policy

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context and recognised regulations and standards.

Preschool Teacher's Signature:	MADDIE MERENDA	Date:	/	/
Principal's Signature:	SHAUN O'LEARLY	Date:	/	/
Preschool ESO'S Signature:	BRONWYN ROBINSON	Date:	/	/
Ratified by Preschool Board – Chairperson's Signature:	ANNEMARIE BRITVEC	Date:	/	/

The School Board reviews and develops policies that take into account our



Medication Rights Checklist

for education and care

MUST be followed each time medication is administered to a child or young person in an education or care setting.

Medication can only be administered by appropriately trained staff and where there is a current medication agreement in place that is:

- authorised by a parent or legal guardian clearly documented (legible)
- completed by a health professional where the medication is a controlled drug, oxygen, insulin or pain relief (ie Panadol, Ibuprofen) that is administered regularly or for than 72 continuous hours

Two education or care staff are required to administer medication to a child or young person (with the exception of single staff services ie Family Day Care, Respite Care Program and rural care) and the medication log must be completed.

The 8 rights of medication administration is a systematic checking process to remind education and care staff what must be checked PRIOR to administering any medication to reduce the risk of medication errors. Where any of the medication administration rights are in doubt the medication must not be administered, the parent or legal quardian must be contacted and details of the reason documented in the medication log and a medication advice form completed.

RIGHT CHILD	The medication agreement has the child's correct name and DOB? Is the correct child in front of you? Have you been orientated to the child and their care plan?		Place child's initials in Medication Log "Right child". Continue checklist.
	Can you ask the child to confirm their name and DOB? OR Can you match the photo on the front of the health plan? OR Can you confirm the identity of the child with another responsible person?	NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log
RIGHT MEDICATION	The medication agreement is legible and contains all the required information? The legal guardian has provided the medication in an original pharmacy container with a pharmacy label that includes the name, date of birth, and dose? The child has had the medication previously? (i.e. this is not the first dose of a new	YES	Place a tick in Medication Log "Right Medication:" Continue checklist.
	medication) The pharmacy label on the medication matches exactly the information on the medication agreement? The name of the medication matches exactly to the medication agreement and pharmacy label? The integrity of the medication is intact? The medication is within the expiry date?	NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log
the number. The disagreer	(The amount of medication to be administered - must always be written as the volume in mls or the number of tablets) The dose to be administered is clearly written (i.e. 2 tablets; 3ml) on the medication	YES	Document the dose in Medication Log "Right Dose:" Continue checklist.
	agreement? The dose on the medication agreement matches the dose on the pharmacy label?	NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log



Medication Rights Checklist for education and care

RIGHT STRENGTH	(The amount of active ingredient in a medication – usually written as mgs/ml e.g. 250mgs/5mls, meaning for each 5ml of medication it contains 250mgs of the active ingredient). • The strength to be administered is clearly written on the medication agreement?	YES	Document the strength in Medication Log "Right Strength:" Continue checklist.
	The strength on the medication agreement matches the strength on the pharmacy container? Administering the same amount of medication of a different strength will mean either overdosing or under dosing will occur	NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log
RIGHT ROUTE	(The route is the path by which the medication is taken. Medication can only be administered aurally, topically, orally or inhaled where education and care staff are able to administer). The medication agreement clearly states the route the medication is to be administered via? Can the child take the medication in this way (is it appropriate e.g. can the child swallow a tablet form of the medication)?	YES	Document the route in Medication Log "Right Route:" Continue checklist.
		NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log
RIGHT METHOD	(Only required where there are special instructions documented on the medication agreement under the section 'Other instructions for administration', or documented on the pharmacy label or care plan for medication administration e.g. crush tablet, dissolve in water, take after food). If no special instruction continue to Right Time. Has the medication been prepared as per instructed method i.e. crushed, dissolved? Will the medication be administered as per special instruction i.e. after food?	YES	Continue checklist.
		NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log
RIGHT TIME	Does the time on the medication agreement match the time you are administering the medication (within ½ hour)? Is the medication being administered at the appropriate time in relation to special instructions (i.e. with food, after food)? (Also consider if you can check when the last dose was given and if the administration time requires adjustment (i.e. if previous medication was delayed or given early)	YES	Document exact time of administration in Medication Log "Right Time:" Continue checklist.
		NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log
RIGHT DOCUMENTATION	There is a current and legible medication agreement? A separate medication log is completed for each medication for each child or young person? All sections of the medication log have been completed at the time of administration? The medication log has been initialed by staff that have administered and witnessed the child taking the medication?	YES	Complete Medication Log. 2x staff print name and initial Medication Log entry.
	Any observations, issues or comments are recorded on the medication log Where required; a medication advice form has been completed and sent to legal guardian Any medication incident is recorded on IRMS or EMS	NO	DO NOT ADMINISTER. Contact legal guardian. Document in Medication Log