



# Curtin Primary School



**Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.**

## Dealing with Medical Conditions in Children Procedure

Families place a high level of trust in educators to keep their children safe, including in the management of medical conditions and the administration of medicine. Strict protocols and procedures are in place to ensure appropriate management of on-going medical conditions and illnesses. Educators who are administering First Aid have undertaken ACECQA approved First Aid Training.

As educators are not qualified medical practitioners they will never attempt to diagnose a child's illness or decide on the dose of medication to be given.

Educators will not:

- administer medications, including non-prescribed/over the counter (OTC) medications to children without written parent/carer authority
- perform any treatments without first receiving appropriate professional training
- enrol a child without the completion of a *General Medical Information and Consent Form* and lodgement with the school
- enrol a child with specific health needs without a *General Medical Information and Consent Form*, *Management and Emergency Treatment Plan*, and *Risk Minimization Plan* being completed.

### **Families' Responsibilities**

Parents and educators need to work together to manage the medical conditions and administration of medication for children during their time at preschool. Any relevant information that can help in the management of such conditions and illnesses should be communicated to educators as soon as practicable.

Parents are responsible for:

- Completing the *General Medical Information and Consent Form* during preschool enrolment, including indicating any known conditions
- Where applicable, completing the *Management and Emergency Treatment Plan* in consultation with the child's medical practitioner. The plan must be signed by the child's medical practitioner.
- Providing input to the *Risk Minimisation Plan*
- Advising educators of the child's general well-being or if there are any circumstances that may impact on their medical condition.
- Advising educators of any changes to the child's medical condition or treatment including changes to known allergens, medication, side effects, etc.

### ***Informing nominated supervisor, staff members and volunteers of medical conditions***

Information regarding medical conditions must be located in a prominent area so that all staff members and volunteers have access to the information, particularly in emergency situations. It is the responsibility of all educators to ensure all relief staff or volunteers are made aware of the location of this information.

### ***Development of a Risk Minimisation Plan***

A *Risk Minimisation Plan* will be completed in consultation with parents/carers for all children in preschool with additional health needs. The *Risk Minimisation Plan* is completed in addition to the *Management and Emergency Treatment Plan*. The Plan will assess the risks relating to:

- The child's specific health care needs, allergy or special condition
- Any requirements for safe handling, preparation and consumption of food
- Notification procedures that inform other families about allergens that pose a risk
- Procedures for ensuring educators/staff/volunteers can identify the child, their medication and their *Management and Emergency Treatment Plan*.
- Considerations for modifications to the program.

### ***Self Administration of Medication***

Children are NOT permitted to self-administer medication while at preschool.

### ***Storage of Medications***

- Medication must be given directly to the educators and not left in the child's bag.
- All prescribed medications must have the original pharmacist's label, or details provided by the doctor, giving the child's name, name of medication, dosage, frequency, and way it is to be administered, date of dispensing, and expiry date.
- All medication must be stored safely out of sight of children, but readily accessible to educators, and in accordance with the medication requirements.