

MEDICATION AND MEDICAL CONDITIONS POLICY

Rationale:

The aim of The Queen Elizabeth Hospital Community Child Care Centre (TQEHCCC) Health Policy is to provide a healthy and safe environment for the mental, physical and emotional wellbeing of Child Care Educators and Children in their care.

‘Without a strong sense of wellbeing it is difficult for children to develop a sense of belonging, to trust others and feel confident in being themselves and to participate in experiences that support their personal growth.’ (Early Years Learning Framework, p. 30)

‘Holistic approaches recognise the importance of physical, mental and spiritual wellbeing.’ (NQS 2.1.1)

For more details please refer to: [National Quality Standard 2018](#)

This policy provides the guidelines governing provision of health care by Child Care Educators at The Queen Elizabeth Hospital Community Child Care Centre to children.

For families it provides an account of what action is required in managing children’s medical conditions or the event of a child being taken ill while at the Centre.

From the Educators viewpoint the existence of a written policy provides an explicit statement of responsibility and outlines guidelines for action in a variety of potential circumstances.

Regulations related to this policy 90, 168(2)(d),177©,181

For more information please visit [Education and Care Services National Regulations 2011](#)

Medication administration

- The Queen Elizabeth Hospital Community Child Care Centre will only administer prescribed medications.
- Over-the-counter medication other than nappy rash cream will not be given to a child unless accompanied by a medical certificate stating the child’s name, the required dosage and the length of time the dose is required for.
- No medication will be given to a child unless in the original container and clearly labelled with the child’s name, prescribing doctor and dose.
- Medication will be administered strictly in accordance with the instructions on the Medication record by Educators that currently hold a First Aid Certificate HLTAID004.

Teething Gels

- The Queen Elizabeth Hospital Community Child Care Centre will not accept teething gels for use at the Centre. Parents can supply teething rings to help soothe their teething infant.

Nappy Rash Creams and Vaseline

- The Queen Elizabeth Hospital Community Child Care Centre will require families to provide their own creams prescribed by a Pharmacist or Medical Practitioner clearly labelled with the child's name.

Prescribed short term Medication

- The first **two** doses of any medication must be given at home. Children need to have had the medication over a 24-hour period before returning to the Centre.
- If children are receiving medication at home, but not at the Centre then the Centre should be advised of the nature of the medication, its purpose and any possible side effects it may have for the child while in care.
- No medication prescribed for anyone other than the particular child will be given and all medication must be marked clearly with the child's name, dose, frequency, date dispensed and use by date if applicable to the antibiotic to be administered.
- Families must provide a clean measuring syringe for administration, to accompany the child's medication.
- Families must give written authority for medication to be dispensed by filling in the "Medication Record" Form, found in all rooms in their Medication Folder.
- Medication will be administered by a Diploma or Equivalent Qualified Permanent Educator. This educator will record accurately on the "Medication Record", the correct child, medication, time, dosage and their name. This procedure will be witnessed and signed by another Permanent educator.
- All medication needs to be given directly to an Educator and not left in a child's bag or locker.

Ongoing medical conditions

If a child enrolled within our service has an existing, or develops a chronic illness or medical condition it is important to ensure that measures are taken to safeguard their health and safety while they are in attendance.

TQEHCCCC will work closely with families and professionals to develop a Medical Management plan for any ongoing medical condition besides asthma and anaphylaxis which should be reviewed annually.

A risk minimisation and communication plan will be developed to ensure the condition is managed effectively. Families will complete this in consultation with the Director or Assistant director in her absence.

The Risk minimisation plan is designed to outline the condition and its symptoms, possible causes, action and treatment and risks of the medical condition.

The communication plan is designed to encourage ongoing communication regarding the status of the medical condition and requirements between educators and parents in accordance with the strategies outlined within the plan.

Asthma

Educators at TQEHCCCC have current Asthma First Aid Training

When a child enrolled at the TQEHCCCC is diagnosed with asthma families are required to provide an Asthma Plan for their child and consult with the director to create a risk minimisation plan and communication plan.

Asthma Medication

Will be clearly marked with the child's name and stored individually with a copy of the child's action plan out of reach.

Only prescribed and approved asthma medication will be administered in accordance with the information on Child's Asthma Plan.

No medication prescribed for anyone other than a particular child will be given unless in an emergency in which the TQEHCCCC centre emergency medication may be used.

Medication is to be administered (on a non-emergency basis) and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an educator on its administration.

Action Plans are to be updated annually.

In the event of a child having an asthma attack whilst at the Centre:

1. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.
2. Asthma medication will be administered as outlined in the child's Asthma Plan and risk minimisation plan.
3. The parent/guardian will be contacted by phone immediately if educators become concerned about the child's condition.
4. Medication may be administered without parental consent in an emergency situation, in this case parents will be contacted immediately, or as soon as it is safe to do so.
5. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the 4 Step Asthma First Aid Plan will be implemented until Ambulance officers arrive.

Anaphylaxis

While not common, Anaphylaxis is life threatening. It is a severe allergic reaction to a substance. While prior exposure to allergens is needed for the development of true Anaphylaxis, severe allergic reactions can occur when no documented history exists.

The Queen Elizabeth Hospital Community Child Care Centre is nut aware.

All educators will undertake Anaphylaxis training at least every three years as required by ACECQA

When a child enrolled at the TQEHCCCC is diagnosed with anaphylaxis families are required to Provide an Anaphylaxis Plan accompanied with medication for their child and consult with the director to create a risk minimisation plan and communication plan.

A coloured photo of the child will be attached to the Action Plan by educators and this will be displayed in the child's room. A coloured photo of the child, information on their allergies and days on which they attend will be displayed in the Staff Room, food preparation areas and in all other rooms.

Action Plans are to be updated annually.

Anaphylaxis Medication

Will be clearly marked with the child's name and stored individually with a copy of the child's action plan out of reach.

Only prescribed and approved anaphylaxis medication will be administered in accordance with the information on Child's Plan.

In the event of a child having an anaphylactic reaction whilst at the Centre:

1. The child will remain under the direct supervision of a suitably experienced and trained educator.
2. Anaphylaxis medication will be administered as outlined in the child's Anaphylaxis Action Plan.
3. An auto-injector device such as an EpiPen® will be administered in the event of a severe attack.
4. The Ambulance service will be contacted on 000.

5. Lay person flat and elevate legs. If breathing is difficult, allow to sit but do not stand.
6. Contact family.

NB: Medication may be administered without consent in an emergency situation. In this case parents will be contacted immediately, or as soon as it is safe to do so.

- Asthmatic and/or Anaphylactic medication will need to remain at the Centre in its own container clearly labelled, inaccessible to children.

Please see attached

Medical Management Plan

Communications Plan

Reference:

Guide to National Quality Framework 2018

https://www.acecqa.gov.au/sites/default/files/2018-11/Guide-to-the-NQF_0.pdf

Education and Care Services National Regulations 2011

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

South Australia Work Health and Safety Act 2012

https://www.legislation.sa.gov.au/LZ/V/A/2012/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012_40/2012.40.UN.PDF

St John’s Ambulance Australia SA

<https://www.stjohnsa.com.au/>

Happy Valley Community Children’s Centre ‘Administration of Medication Policy and Procedure’

SA Health

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about+us/news+and+media/media+releases/new+advice+for+infant+teething+gel>

Reviewed	Reviewer	Approved	Next review
May 2019	Senka Jelic Assistant Director	Management Committee	May 2021