

Laurimar Primary School OSHC



Medical Conditions

POLICY

Rationale:

Laurimar Primary OSHC understands the importance of providing a service that supports the health and wellbeing of children in a safe and nurturing environment. Laurimar Primary OSHC will strive to work in partnership with Laurimar Primary School and the parent/family community to ensure that children with medical conditions are included and able to experience all aspects of the OSHC program that does not impact or put at risk the health and safety of the child. Laurimar Primary OSHC is required by the Education and Care Services National Regulations 2011 to adopt and implement practices in relation to the following:

Aim:

To ensure all children being educated and cared for by Laurimar Primary OSHC have their medical needs met in that specific conditions are considered and that healthy habits are adopted.

Implementation:

- To ensure the service has policies and procedures in regards to the management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis;
- Inform the Nominated Supervisor of the OSHC service, OSHC Educators and volunteers at the service of the practices in relation to the management of the medical condition;
- Provide parents/guardians with a copy of the service Medical Conditions Policy that outlines the procedures of how the OSHC service manages medical conditions;
- Obtaining a medical management plan for the child from the parent/guardian when the child is enrolled to the program detailing the emergency procedures to be followed in the event of an incident relating to the child's specific health care needs, allergy or relevant medical condition;
- To develop a risk minimisation plan in consultation with the parents/guardians of a child and ensure that the risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimised; A special dietary requirements form and Other Medical Conditions form are provided for conditions other than asthma, diabetes or anaphylaxis.
- Ensure good hygiene practices are followed.

- Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented within the program;
- That all OSHC Educators and volunteers can identify the child, locate the child's medical management plan and/or risk management plan, and the location of where the child's medication is stored in the service. All educators are required to follow the medical management plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition (regulation 90);
- That the child does not attend the service without medication prescribed by a medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition;
- All staff members and volunteers are informed about the medical conditions policy and the medical management plans and risk minimisation plans for the child.
- All parents receive as part of the handbook a Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Disease Cases and Contacts table.
- Parents/Carers will be notified in writing if there is a case of illness as described in the above table.
- The Nominated Supervisor will seek support from health services in regards to any infectious disease.
- Staff will not attend work if unwell. Staff members should contact the Nominated Supervisor at the earliest possible time to advise of their inability to work.
- First aid kits are located in the OSHC kitchen and office. They are taken to each area the service is utilising; ie the gym or outside.
- All children wash their hands with hand sanitiser upon entering the service.

Parents/guardians are responsible for ensuring that all information in regards to the medical management of their child is current and accurate at the time of enrolment into the program and that Laurimar Primary OSHC will be notified and provided with up dated information if there are any changes in relation to the child's medical condition.

Medications

Parents/guardians who have a child attending the OSHC program requiring medication; including prescription; over-the-counter; and homeopathic medications will need to inform the OSHC Educational Leader so the service has a record of the:

- The name of the medication to be administered;
- Dosage to be given;
- The time and date of the medication was last administered;
- The time and date medication should be next administered;
- The manner in how the medication needs to be administered;
- Signed consent from either a parent/guardian or any nominated authorised person detailed on the child's enrolment record to permit staff to administer medication on an individual Laurimar Primary OSHC Authorisation to Administer Medication record.

All medications that are brought into the program will need to be in its original packaging that is labelled with the name of the medication, has the child's name clearly labelled on the packaging and be within its used by date. All medications will be stored in safe manner where only OSHC Educators will have access and kept out of reach of children. Laurimar Primary OSHC has the right to not accept any child into the program who has medication that is not properly contained in its original packaging, labelled or has expired. See the medication record which meets regulation 92.

Please see Administration of Medication Policy

Children Diagnosed at Risk of Anaphylaxis

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Laurimar Primary OSHC aims to provide a safe and supportive environment in which children at risk of anaphylaxis can participate equally in all aspects of the OSHC program. The key to minimise the risk of anaphylaxis is knowledge of children who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Laurimar Primary OSHC recognises the importance of forming partnerships with Laurimar Primary School and the parent/family community in ensuring that certain foods or items are not brought into the program to ensure that children diagnosed with anaphylaxis are not exposed to life threatening risks. Laurimar Primary OSHC is required by the Education and Care Services National Regulations 2011 to ensure that any child enrolled in the program and is diagnosed at risk of anaphylaxis has an individual ASCIA Action Plan for Anaphylaxis signed by a medical practitioner that outlines the emergency procedures to follow in the event of an allergic reaction and also includes an up to date photo of the child. Laurimar Primary OSHC is regulated by law to:

- Obtain a copy of a student's individual Action Plan for Anaphylaxis and develop an Anaphylaxis Risk Management Plan in consultation with the parent/guardian of the child diagnosed at risk of anaphylaxis. The Anaphylaxis Risk Management Plan will be reviewed annually or when required, in the event there is any change in the child's medical condition or immediately after in the case the child has an anaphylactic reaction in the program.

- Provide parents/guardians with a copy of the service Medical Conditions Policy that outlines how the OSHC service manages medical conditions;
- Inform the Nominated Supervisor OSHC service, OSHC Educators and volunteers at the service of the practices in relation to the management of the medical condition;
- Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented within the program;
- That parents/guardians are notified of any known allergens that pose a risk to the child and the strategies the service will implement to minimise the risk to the child;
- That all staff members and volunteers can identify the child, locate the child's medical management plan and risk management plan, and the location of where the child's medication is stored in the service;
- That a child diagnosed at risk of anaphylaxis does not attend the service without the prescribed medication by a medical practitioner this also includes an Adrenaline auto-injection device.

Furthermore, Laurimar Primary OSHC also:

- Ensures all staff have Anaphylaxis training, new staff will have these qualifications obtained as soon as possible.
- Has a backup EpiPen
- Checks backup EpiPen monthly
- Checks children's individual EpiPen's monthly.
- Staff have a practice session at the beginning of each term on the administration of EpiPen
- All staff read the risk minimisation plan for the child before caring for the child.

See Anaphylaxis Policy.

Children Diagnosed at Risk of Asthma

Parents/guardians are responsible for ensuring that all information in regards to the asthma management of their child is current and accurate at the time of enrolment into the program and that Laurimar Primary OSHC will be notified and provided with up dated information if there are any changes in relation to the child's medical condition.

- Obtain a copy of a student's individual Action Plan for Asthma and develop an Asthma Risk Management Plan in consultation with the parent/guardian of the child diagnosed at risk of asthma. The Asthma Risk Management Plan will be reviewed annually, when required or in the event there is any change in the child's medical condition.
- Provide parents/guardians with a copy of the service Medical Conditions Policy that outlines how the OSHC service manages medical conditions;
- Inform the Nominated Supervisor OSHC service, OSHC Educators and volunteers at the service of the practices in relation to the management of the medical condition;
- That all staff members and volunteers can identify the child, locate the child's medical management plan and risk management plan, and the location of where the child's medication is stored in the service;
- The service has a spare ventolin inhaler and spacer for emergency situations.
- That all staff are trained in asthma management and new staff will be trained as soon as possible;

See Asthma Policy.

Children Diagnosed at Risk of Diabetes

Parents/guardians are responsible for ensuring that all information in regards to the management of diabetes for their child is current and accurate at the time of enrolment into the program and that Laurimar Primary OSHC will be notified and provided with up dated information if there are any changes in relation to the child's medical condition.

- Develop a Health Support Plan for Diabetes in consultation with the parent/guardian of the child diagnosed at risk of diabetes. The Health Support Plan for Diabetes will be reviewed annually, when required or in the event there is any change in the child's medical condition.
- Provide parents/guardians with a copy of the service Medical Conditions Policy that outlines how the OSHC service manages medical conditions;
- Inform the Nominated Supervisor OSHC service, OSHC Educators and volunteers at the service of the practices in relation to the management of the medical condition;
- That all staff members and volunteers can identify the child, locate the child's medical management plan and risk management plan, and the location of where the child's medication is stored in the service;

- All staff must read the Health Support Plan for Diabetes for the child before caring for the child.

ACCEPTANCE AND REFUSAL OF AUTHORISATION RELATING TO THE SELF ADMINISTRATION OF MEDICATION:

Self administration of medication by children being educated and cared for by the service will be accepted with written authorisation from a parent or a person named in the child's enrolment record as authorised to consent to administration of medication, upon the completion of an Authorisation to Administer Medication Record containing all details as stipulated in regulations 92(3), 93 & 96. The said records are kept in the pink Incident, Injury, Trauma & Illness Records and Administered Medication Records folder stored in the office. Please refer to appendix 1 for the Laurimar Primary OSHC Authorisation to Administer Medication Record form that includes all required information.

The services medical conditions policy includes procedures for self-administration of medication (regulation 96, part b). Parents are given the medical conditions policy before acceptance of the authorisation for self-administration.

A staff member will sign the medication record to acknowledge the child has self-administered their medication.

Acceptance of self-administration also depends on the medication to be administered meeting regulation 95. "The medication must be administered-

- i) If the medication has been prescribed by a registered medical practitioner, from its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date; or
- ii) From its original container, bearing the original label and instructions and before the expiry or use by date; and
- b) the medication must be administered in accordance with any instructions –
 - i) attached to the medication; or
 - ii) any written or verbal instructions provided by a registered medical practitioner and
- c) ...the following must be checked by a person other than the person [observing self administration]
 - i) the dosage of medication to be administered;
 - ii) the identity of the child to whom the medication is to be administered."

Refusal of authorisations of self administration will occur if one or more of the above conditions are not met.

Staff will refuse to allow self administration with reasonable formed belief that the child is unfit or the child's judgement is impaired.

The procedure for refusal of authorisation is as follows:

- Parents notified verbally and in writing if any components of the medical record are incomplete.

In the instance a child is unfit to self-administer but medication is known or deemed necessary, staff will administer the medication to the child and notify parents or authorised emergency contacts as soon as practicable. All relevant medical forms will be amended.

Procedures For Caring For An Unwell Child:

- If a child is unwell at home or becomes unwell at school, parents are asked not to bring the child to the service where reasonably possible.
- If a child becomes unwell at the service the child will be made comfortable in a quiet place, for example the office, and monitored by a staff member. First Aid will be administered for the required symptoms.
- The parents will be notified by a staff member that their child is unwell.
- If deemed necessary due to extreme discomfort, diarrhoea or vomiting the parent will be asked to collect their child or make alternate arrangements for collection.
- If the child has received a knock or bump to the head, no matter how minor it appears, the parent will be contacted at the soonest practical time. They will be told the circumstances leading to the knock/bump and apparent condition of their child as based on staff observations. If the knock/bump is significant and the child isn't their usual self the parent will be asked to collect the child or make other arrangements for collection and encouraged to seek the aid of a medical practitioner.
- If the parent is not able to be contacted an authorised nominee or emergency contact will be rung.
- If the illness progresses rapidly beyond staff control the aid of emergency services will be secured and parents contacted.
- Staff will complete the Incident, Injury, Trauma and Illness record and the parent will sign at the earliest convenience.
- Please refer to the Acceptance and Refusal of Authorisations Policy, Administration of Medication Policy, Asthma Policy and Anaphylaxis Policy for further details of the administration of medication.