

Coota Gulla Preschool Procedures



Dealing with Medical Conditions in Children

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.1	90 91 92	93 94 95
Next Review Date:		20/11/23

See also *Administration of Medication* procedure.

All staff, across the school, complete the following mandatory Health and Safety training:

- CPR – face-to-face – annually
- Anaphylaxis – face-to-face – annually
- e-Emergency Care – online – every 3 years
- Anaphylaxis e-learning (APTSs) – online – every 2 years

There is also a First Aid Officer in preschool and educators are trained to administer medication.

Additional First Aid Officers and staff who are trained to administer medication can be found in the K-6 school.

Upon enrolment families must indicate (on pages 10 and 11 of the Enrolment Form) if their child has a medical condition or allergy. This information is verified during the Enrolment Interview.

If a child has a diagnosed medical condition, such as **asthma, Type 1 diabetes, epilepsy, anaphylaxis**, is at risk of an emergency reaction or requires health care procedures, the parent/carer is asked to provide a *Health Care Plan* from a medical practitioner.

When the *Health Care Plan* is presented to the school a meeting is held with the parent/carer to complete a school *Individual Health Care* plan and risk minimisation plan.

These plans are kept:

- in the child's PRC in the school's main office;
- in the Sickbay in the school's main office;
- in the First Aid Bag, if the plan includes medication;
- in the child's individual file in a locked filing cabinet in the preschool office;
- in the Casual Folder in the preschool;
- in the preschool office within easy reach.

A *Communication Plan* includes strategies for ensuring all educators, K-6 staff and visitors are informed of a child's health needs via displays in the preschool office. In addition, families will be requested not to pack a particular food or allergen in their own child's lunchbox.

Additionally, lanyards are available for casual staff and staff relieving preschool educators on breaks containing individual cards for each child with a medical condition. Each card has the child's photo on one side and a summarised Action Plan on the other. One set is kept next to the First Aid Bag on the veranda and one in the First Aid Cabinet to the left of the preschool main entrance.

The general use Ventolin and Epi-pen are also stored in an unlocked cabinet out of children's reach.