

Barlu Kurli Preschool Procedure

Dealing with medical conditions

Reviewed: Feb 2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p><u>Regulation 168(2)(d)</u></p> <p><u>Regulation 90</u></p> <p><u>Regulation 91</u></p> <p><u>Regulation 92</u></p> <p><u>Regulation 93</u></p> <p><u>Regulation 94</u></p> <p><u>Regulation 95</u></p> <p><u>Regulation 96</u></p>	<p><u>Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</u></p> <p><u>Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures (PDF 532KB)</u></p> <p><u>Anaphylaxis Procedures for Schools</u></p> <p><u>Anaphylaxis</u> information</p> <p><u>Risk management plans</u> must be developed for individual children at risk of anaphylaxis. The department has a <u>guide</u> in completing risk management plans</p>		
<p><i>Resources;</i></p> <p><u>Anaphylaxis guidelines for early childhood education and care service (PDF 721.15KB)</u> – The Early Childhood Education Directorate's guidelines for the management of and risk of anaphylaxis</p> <p>Information and related materials about <u>health conditions</u> such as asthma, diabetes and children diagnosed at risk of anaphylaxis</p> <p><u>Individual health care planning</u> information</p> <p><u>Administering prescribed medication at school</u></p> <p><u>ASCIA Information for Schools and Childcare</u></p> <p><u>ASCIA Action Plans for Anaphylaxis and Allergic Reactions</u></p>			

Introduction: Supporting health care needs

While parents have primary responsibility for managing their children's health, staff need to work with parents to support their children's health care needs while they are at preschool. This may involve giving medication, performing health care procedures or developing an individual health care plan.

What do the Regulations tell us?

Under Regulation 90, if a child is enrolled in the service with a specific health care need Eg. Asthma, allergies or other relevant medical conditions, the preschool is required to develop a risk minimisation plan in consultation with parents to ensure that the risks relating to the child's specific health care need are assessed and minimised.

Regulation 136 of the Education and Care Services National Regulations state that at least one person who has undertaken approved anaphylaxis training and one who has undertaken approved emergency asthma training must be in attendance and immediately available at all times.

Barlu Kurli Preschool Procedure Dealing with Medical Conditions:

- Families must indicate on their child's enrolment form (pages ten and eleven) if their child has a medical condition or allergy.
- An individual healthcare plan is needed for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis, or is at risk of an emergency reaction or requires health care procedures.
- The teacher will consult with the family to develop an *Individual HealthCare Plan* for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis, is at risk of an emergency reaction or requires health care procedures.
- As part of the enrolment process, or as soon as a specific health care need is identified, the preschool educators, *led by the Teacher, is required to develop a risk minimisation plan in consultation with parents to ensure that the risks relating to the child's specific health care need are assessed and minimised.* It is the responsibility of the preschool educators to implement these.
- The Learning and Engagement officer at the Broken Hill Education Services offices (Ph: 08 8082 5700) are available to support the development of individual healthcare plans especially when a child has an emergency care need such as anaphylaxis or other complex health care need.

- If a child enrolled at the preschool has a specific health care need, allergy or other medical condition parents must be provided with a copy of the Department's student health policy.
- Children's personal emergency medication and emergency response plans are stored in an unlocked cabinet out of children's reach within the staff room of Barlu Kurli Preschool. Emergency response plans are also located in the children's file in a locked filing cabinet within the Barlu Kurli Preschool office, casual teacher folder and in the Wilcannia Central School main office.
- The communication plan for supporting children who have a health care plan includes strategies for ensuring all educators, K-6 staff and visitors are informed of a child's health needs via displays in staff room/kitchen as well as the casual teacher folder.
- The "general use" Ventolin and EpiPen are also stored in an unlocked cabinet out of children's reach within the kitchen of Barlu Kurli Preschool.
- If a child with a known food allergy or anaphylaxis enrolls in the preschool, all preschool families will be notified by way of a written notice, and in conversations, requesting they not pack the particular food or allergen in their own child's lunch.
- When a preschool child with an individual healthcare plan transitions to Kindergarten, staff need to give parents a copy of the current plan and encourage them to discuss it with the school at enrolment. This will help teachers plan for the child's health care needs in the new setting.

Anaphylaxis

- All preschool staff should be aware of children with allergies and consider ways to reduce their exposure to known allergens. Anaphylaxis is a severe life-threatening allergic reaction and needs to be regarded as a medical emergency. In most cases, anaphylactic reactions can be prevented with precautions to avoid the known allergen, however, when anaphylaxis occurs an emergency response is required.
- Parents need to advise the school if their child is diagnosed with an allergy and is at risk of anaphylaxis. The implementation of Anaphylaxis Procedures for Schools 2012 is mandatory for NSW government schools and preschools. These include information on the management of severe reactions at preschool as well as the development of individual health care and emergency response plans.
- The Department of Education requires all staff to undertake Anaphylaxis training. Both the online and face to-face courses are approved by ACECQA.
- Children and their parents will not always be aware that they have a severe allergy. To reduce the risk of exposure to a high-risk allergen, Barlu Kurli Preschools consults with their community directly, to ask families not to bring nut or nut products to the preschool site or

to preschool activities. We also review our program to make sure we discourage the use of these products.

Nappy changing and other toileting procedures

- If a child who wears nappies enrolls in the preschool, a nappy changing area is designated and labelled clearly. This area is separate from craft and food preparation areas.
- If a child enrolls with a medical condition that requires specific support for toileting, for example catheterisation, we create an individual health care plan. For additional information about plans see;

www.schools.nsw.edu.au/student-support/student-health/individual-student-devimpindh-plan/index.php.

Medication

- All school staff follow the Department's *Student Health in NSW Public Schools* policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.
- In general, our preschool will not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.
- In some cases the medical practitioner may prescribe an over-the-counter medication. If so, our educators will follow the same procedures as for 'prescribed medications'.

The following procedures apply to giving medication:

- On arrival, parents give the child's medication to an educator for safe storage.
- All non-emergency medication will be stored in a locked cupboard or locked container in the refrigerator, out of reach of children.
- Medication must be in its original packaging with a pharmacy label which states the child's name, dosage instructions and current use-by date.
- Medication without this labelling will not be given.
- When an educator administers medication to a child, he/she will record this information and another staff member will verify that the medication was administered as prescribed.

- The record will include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This will be made available to parents for verification
- Permission forms to give medication for a prolonged period will be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan
- Parents will be encouraged to advise if a child is on medication, even when it is not given at the preschool
- All medication forms will be kept in the school until the child reaches the age of 25 years
- There may be times when emergency medication needs to be given to children in the preschool. This will be documented in the individual healthcare plan (particularly for conditions such as anaphylaxis)
- If an emergency occurs, that has not been documented in the emergency response section of the individual HealthCare Plan, preschool staff will provide a general emergency response, which may involve calling an ambulance.

User guide for annual review and update of this LP - Some points to note are;

- Families must indicate on their child's enrolment form (pages ten and eleven) if their child has a medical condition or allergy. How is further information collected from these families?
- The teacher or principal must consult with the family to develop an *Individual Health Care Plan* for any child who is diagnosed with **severe asthma, type 1 diabetes, epilepsy or anaphylaxis**, is at risk of an emergency reaction or requires health care procedures
- Whose responsibility is it to provide families with a copy of their child's completed health care plan, this procedure and the DoE Student Health in NSW Schools policy?
- What is the process for a child's health care plan being passed onto a new school when the child transitions?
- Where will children's personal emergency medication and a copy of their emergency response plan be stored?
- Where will the "general use" Ventolin and Epi-pen be stored?
- If a child wearing nappies enrolls, how and where will you arrange a changing space?
- DoE requires all staff to undertake Anaphylaxis training. Both the online and face-to-face courses are approved by ACECQA.
- As an appendix to *Individual Health Care Plan*, risk management and communication plans for children at risk of anaphylaxis, must be developed. It is the responsibility of the preschool educators to implement these.