



**ACT**  
Government

Education

# ACT PUBLIC PRESCHOOL – MEDICAL CONDITIONS PROCEDURE

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## 1. Overview

- 1.1. This procedure outlines strategies for supporting children attending preschool who have been identified with specific medical conditions.

## 2. Rationale

- 2.1. It is important that all educators are aware of the health requirements of all children and there are effective processes to support and monitor children's health needs.
- 2.2. The following procedures are in place to support and manage students in the preschool environment who may have an ongoing medical condition. On enrolment, parents/carers are required to provide a General Medical Information and Consent Form and an Emergency Treatment Plan for identified medical conditions. The Emergency Treatment Plan will detail the child's specific health needs including administration of medication and other actions required to manage the child's condition. Specific training for staff may be required depending on the medical condition.

## 3. Procedures

### 3.1. Health records

Student's health records are stored securely at the front office. All students are asked to provide evidence of immunisation or a letter from a medical professional stating the child is not immunised. Parents are advised through the preschool handbook of procedures relating to immunisation and exclusion periods. Schools are to identify children with medical conditions on enrolment and complete the required plans before the child commences at the preschool.

### 3.2. Individual medical management plans

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 relief staff or volunteers are made aware of the location of this information. These plans are formulated between families, medical professionals and the school.

### 3.3. Information required from parents

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. In particular, parents/carers are responsible for:

- Completing the General Medical Information and Consent Form during preschool enrolment, including indicating any known medical conditions

- Where applicable, completing the Management and Emergency Treatment Plan in consultation with the child's medical practitioner. This plan must be signed by the child's medical practitioner.
- Contributing to the development of a Risk Minimisation and Communication Plan.
- Advising educators of any changes to the child's medical condition or treatment. For example information relating to changes to known allergens, medication and side effects.
- Advising educators of the child's general wellbeing or if there are any circumstances that may impact on their medical condition.

3.4. In the unlikely event that parents do not provide a medical management plan, risk minimisation and communication plan, school personnel are advised to develop the necessary documentation and keep a record of attempts to have parents agree to the plans.

### 3.5. *Self-administration of medication*

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

### 3.6. *Storage of medications*

- Medication must be given directly to 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.
- Medication required for Emergency Treatment Plans are kept in a box clearly labelled with the name and a photo of the child with First Aid Plan and medication dosage easily accessible.

### 3.7. *Risk Minimisation Plan and Communication Plan*

Educators must write a risk minimisation plan, accompanied by a communication plan for any student enrolled at Preschool with a medical condition. These plans must be created in collaboration with the family and other educators at the service. They will also, where possible, be informed by written information and plans from the child's doctor.

The risk minimisation plan must;

- ensure the risks relating to the child's specific health care needs are assessed and minimised;
- include the development and implementation of relevant food handling, preparation and storage procedures;
- identify any known allergens that pose a risk to children and strategies to inform parents and minimise any risks are developed and implemented;
- include the process to ensure that all staff can identify the child, the child's medical management plan and locate the child's medication; and

- ensure practices and procedures that require the child not to attend without any relevant medication specific to the health need.

Copies of the risk minimisation plans and communication plans must be kept in the child's files in the front office as well as any individual file located in the preschool office.

### 3.8. *Administering medication*

Parents/guardians are to provide written authorisation on the relevant medication forms. The following procedure will be followed when giving medication to students:

1. Check written authorisation from parents/caregivers;
2. Check medication does not exceed its use by date and is supplied in its original package;
3. Check the medication displays the child's name;
4. Store the medication in the lockable first aid boxes located in both preschools; and
5. Use medication record form, to record giving medication to children, ensure that another person checks dosage and witnesses the administration of medication (there must be two signatures).

### 3.9. *Suspected Infectious Disease*

If there is a child enrolled who is diagnosed with an immune disease or who is susceptible to infectious diseases, staff will contact the family immediately if they are made aware of a suspected diagnosis of an infectious disease. These families will be able to make the decision in relation to their child's participation in the program and may choose to keep the child at home during the time which the infectious disease is occurring in the environment.

### 3.10 *Medical conditions policy to be provided to parents*

A copy of the ACT Public Preschool Medical Conditions procedures is to be provided to the parent of a child enrolled at the preschool if the preschool is aware that the child has a specific health care need, allergy or other relevant medical condition

## 4. **Contact**

- 4.1. The Director, School Improvement is responsible **for this procedure**.
- 4.2. For support contact **The School Operations Branch** on 6205 8219 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au) Phone 62053313

## 5. **Monitoring and review**

- 5.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

## 6. **Complaints**

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
  - the school principal in the first instance.
  - the Directorate on (02) 6205 5429 or through the [online form](#).

- ACT Education’s Regulatory Authority, *Children’s Education and Care Assurance* on [\(02\) 6207 7581](tel:0262077581) or [complaintsCECA@act.gov.au](mailto:complaintsCECA@act.gov.au).

6.2 For more information also refer to the [Complaints Policy](#) on the Directorate’s website.

## **7. Related Policies and Implementation Documents**

- 7.1. First Aid Policy
- 7.2. First Aid General Procedure
- 7.3. Administration of Student Medication and Complex Health Care Procedure
- 7.4. Known medical conditions consent form
- 7.5. Known Medical Conditions Response Plan
- 7.6. Anaphylaxis Management Procedure
- 7.7. Diabetes Management Procedure
- 7.8. Epilepsy Management Procedure
- 7.9. Asthma Management Procedure
- 7.10. Medical Authorisation Administration Record Diabetes
- 7.11. HAAS Policy and Procedure Flow Chart
- 7.12. Administration of Analgesics Procedure
- 7.13. Letter Medical Conditions
- 7.14. Additional Information
  - *ASCIA Action Plans*
  - *EDU ACT Health Model*
  - *Asthma Chart*
  - *HAAS Implementation Guide*

## **8. References**

- 8.1. Education and Care Services National Regulations
- 8.2. ACT Education Directorate policies and procedures relating to health