

Medical Conditions Policy & Procedure

- Newland Park Kindergarten -

Newland Park Kindergarten has developed this Medical Conditions Policy to establish practices in relation to the management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

Plans are divided into two areas – Personal Care Plans (for daily living support) and Health Care Plans (for emergency response/first aid, medication, health conditions and health related personal care issues). Before staff can assist, parents/care givers must provide written information from their Doctor/treating Health Professional that outlines specific care needs in the appropriate plan format.

These “Care Plan” forms ensure that the Centre has information from the treating health professional relevant to the student's health, wellbeing, attendance, learning and care at kindergarten. These plans include medication, first aid, specific health information eg asthma, seizure/epilepsy plan, diabetes, anaphylaxis. Staff can work with families to plan support for students who require assistance in these areas. This support may be required as there are individual first aid requirements other than basic first aid response, or the child has a predictable need for additional support with daily living tasks, or there is additional need for supervision for health-related safety.

Other forms can also include Medical Information, for general health care or those without specific forms, and General Health Information. All forms will be kept in the Health folder in the Kitchen.

Responsibilities of Parents

- Complete the enrolment form with accurate health/medical information.
- Ensure the kindergarten has up-to-date information with parent/caregiver emergency contact details and at least 2 other people for back-up emergency contact.
- Request the relevant health care plan forms as needed for the child.
- Have the Health Care Plan forms completed and signed by the treating medical practitioner, sign them as parent/caregiver, and return to the kindergarten.
- Work with the Kindergarten Director to complete a health support plan for the child if necessary.

- Ensure all medication is delivered to the Kindergarten as needed (in a container with an original Pharmacy label), and that a medication plan is completed and signed by the doctor and signed by parent/caregiver.
- Update the medical information as necessary with forms completed and signed by the treating medical practitioner. Communicate any changes in health-related issues with staff immediately.
- Provide and maintain your child's health equipment (e.g. spacer).

Responsibilities of Staff

- Check that any child with a medical/health concern on enrolment form receives the appropriate Health Care Plan forms.
- Check Health Care Plan forms for doctor and parent signature.
- Ensure you understand the care required if different from usual first aid.
- Provide basic first aid in line with DECD training.
- Follow Health Support Plans, Health Care Plans and Medication Plans as necessary.
- Complete the Injury or Illness report each time first aid is given.
- Complete the Medication Record each time medication is given.
- Health Care Plan forms, Medication Plans and Health Support Plans are located in the Health folder in the Kitchen.
- Teachers are responsible for keeping First Aid Training and Medication Management Training up to date.

Responsibilities of Kindergarten Director

- Ensure families are informed about and supported to understand and participate in the Health Support Planning process.
- Check any health issues at enrolment discussion.
- Ensure correct forms are given and policy explained.
- Complete Health Care Plans with parent/caregivers as necessary.
- Involve all staff in health support planning.
- Ensure Health Support Plans are developed, implemented, monitored and routinely reviewed.
- Identify and ensure access to the training required to meet the routine and emergency health support needs of children.
- Ensure Work Health Safety processes are inclusive of Health Support Planning requirements.
- Ensure Governing Council remains informed about this policy and its implementation

All staff will

- Follow worksite procedures.
- Follow Health care plans, Medication plans and Health support plans.
- Complete the Injury or Illness report each time first aid is given.
- Complete the medication log each time medication is given.
- Familiarise self with students throughout the Kindergarten with severe health concerns.
- Participate in training in line with health support planning responsibilities.
- Contribute to and follow Health Support Plans.
- Maintain confidentiality.
- Develop programs that are inclusive of health support plan requirements.
- Communicate any health-related issues with parents.

DECD Health Care and planning forms

The following Health Care forms for Health Professionals are available on the DECD website. They should be written by a health professional and be agreed to, signed and released to staff by a parent or guardian. The kindergarten will use health care plans to plan a child's health support and identify staff training needs.

Condition specific forms

- Acquired brain injury (ABI)
- Allergy & Anaphylaxis
- Asthma care plan
- Cancer
- Children with high blood glucose
- Children with low blood glucose
- Continence
- Cystic fibrosis
- Diabetes
- Eating & drinking care
- Epilepsy & seizures
- Heart Health
- Hydrocephalus
- Infestation, including head lice
- Medication Management
- Osteogenesis imperfect
- Spina Bifida
- Transfer and positioning

General forms for physical and mental health care

(if not using one of the condition specific care plans listed above)

- General health information
- Individual first aid plan
- Medical Information

Medication forms

- Medication authority (not to be used for Intranasal Midazolam or Adrenaline via an auto-injector)
- Multiple Medication authority (for use when a child is prescribed four or more medications [excluding Intranasal Midazolam or Adrenaline via an auto-injector])
- Medication Log