



DEALING WITH MEDICAL CONDITIONS

PRESCHOOL POLICY

St Joseph's School,
Ottoway

Reviewed: Term 2, 2021

Next Review Due: Term 2 2024

PHILOSOPHICAL BASIS

All staff have a primary duty to the children in their care. All staff are required to take positive steps towards maintaining health and safety for children at St Joseph's. Staff, children and their families are to be informed, understand and follow the procedures as indicated below.

AIMS

Staff at St. Joseph's preschool are trained in first aid procedures. We understand that some children have additional and medical needs and we aim to cater for these in the best possible manner.

OBJECTIVES

St. Joseph's preschool aims to minimise the risks around medical conditions of children by:

Informing all staff and educators, of children diagnosed with a medical condition

Ensuring all children with diagnosed medical conditions have a current action plan

Ensuring all staff are adequately trained in the administration of emergency medication.

Students with significant medical conditions & management plans

- Children with significant medical conditions have their details in their file held in the school system.
- All preschool staff have first aid training.
- All preschool staff are trained in the administration of an Epipen for Anaphylaxis.
- Asthma first aid kits and an Epipen are available in the school first aid room and the preschool.
- A First Aid Officer is to check the due date on all medication held at the school and to advise parents/caregivers when medication needs to be replaced.

Supervision of medication

- St Joseph's has trained staff to supervise prescribed oral and measured dose and inhaled medication.
- Long term prescribed medication will only be administered when accompanied by a Medical Plan and a Medication Plan which has been dated and signed by the doctor. Staff responsible for the storage and supervision of prescribed medication will ensure all medication administered is administered according to the

- Medication Rights Checklist attached to this policy. However the school does not accept responsibility for missed doses of medication.
- Short term prescribed medication, e.g., antibiotics, will only be administered when accompanied by prescription/medication details attached to bottle or packet. Parents must sign an authority to administer the medication confirming dates, times and dosage.
 - Medication must be handed to the staff responsible for the storage and supervision of medication in the morning.
 - If children are asthmatic they must have their medication at preschool. An Action Plan, spare puffer and Medication Plan are to be kept in the Preschool first aid cupboard for each student who is asthmatic.
 - If for some reason a question arises as to whether a dose of the medication should be given in a particular instance, the parent/guardian will be contacted by the First Aid Officer. If they are not contactable we reserve the right to contact the medical practitioner or failing that doctor being available a medical practitioner of the school's choosing for guidance.
 - The First Aid Officer can only advise as to whether or not the student has received the medication in accordance with instructions. If staff become concerned that the child is ill, parents will be contacted to collect the child. Staff are only able to provide basic first aid and not able to advise on children's reaction to medication or make judgments about a child's state of health or condition following the administration of the medication.
 - All parents or carers must complete a Student Emergency Form when students first attend St Joseph's Preschool. This Form must be updated yearly or whenever there is a change in the student's medical condition.

Storage of medication

- St Joseph's Preschool is only permitted to store and supervise medication that has been prescribed by a doctor for the individual child for the period of time specified. This ensures that medication is medically warranted.
- Prescribed medication is required to be stored in the First Aid cupboard or preschool fridge. Asthma puffers or EpiPen are stored in containers individually marked with the student's name in the preschool first aid cupboard.

Related documents

- Medication Rights Checklist
- Administration of First Aid Policy
- Dealing with Infectious Diseases Policy

The School Board reviews and develops policies that take into account our context and recognised regulations and standards.

Preschool Teacher's Signature: _____ Date: / /
MADDIE MERENDA

Principal's Signature: _____ Date: / /
SHAUN O'LEARLY

Preschool ESO'S Signature: _____ Date: / /
BRONWYN ROBINSON

Ratified by Preschool Board –

Chairperson's Signature: _____ Date: / /
ANNEMARIE BRITVEC

