

## CCCS CH POL MEDICAL CONDITIONS POLICY

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POLICY DOMAIN	CHILDRENS HEALTH AND WELLBEING
DOCUMENT TYPE	POLICY
APPLICABLE TO	CENTACARE CCCS
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POLICY SPONSOR	CHILDRENS HEALTH AND WELLBEING
RELATED POLICY/PROCEDURES	CCCS HS POL EMERGENCY MANAGEMENT POLICY CCCS HS PRO EMERGENCY MANAGEMENT PROCEDURE CCCS HS PRO CRISIS MANAGEMENT PROCEDURE CCCS HS PRO DEATH OF A CHILD IN CARE PROCEDURE CCCS HS POL FIRST AID POLICY
LEGISLATIVE REFERENCES	EDUCATION AND CARE SERVICE NATIONAL LAW ACT 2010 EDUCATION AND CARE SERVICES NATIONAL REGULATIONS 2011 AUSTRALIAN CHILDREN'S EDUCATION AND CARE QUALITY AUTHORITY: NATIONAL QUALITY FRAMEWORK 2011 QLD HEALTH (DRUGS AND POISONS) REGULATION 1996

### 1. PURPOSE

1.1 Centacare Child Care Services (CCCS), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of CCCS.

1.2 This policy has been developed to outline CCCS' commitment to identify and provide a supportive environment for children with medical needs and comply with Chapter 4, Part 4.2 Division 3 Regulations 90 to 96 of the Education and Care National Regulations 2011.

### 2. SCOPE

2.1 This policy applies to staff members as defined in the Education and Care Services National Law (Qld).

### 3. POLICY

3.1 Services will maintain the following completed forms (when required)-

- CCCS CH FORM Medication Administration (for all prescribed medication administered at the Service)
- CCCS CH Form Authorisation to Administer Medication
- CCCS CH FORM Risk Minimisation Plan

3.2 CCCS Services will implement a communications plan for all Parents/Carers by reviewing enrolment forms and consulting with Parents/Carers to -

- Identify children in the care of CCCS with a medical condition
- Provide Parents/Carers with access to the CCCS CH POL Medical Conditions Policy.
- Ascertain and implement a medical management plan provided by a medical practitioner
- Identify children in the care of CCCS who require medication and for whom authorisation to administer medication is required to be provided by a Parent/Carer
- To develop risk minimisation plans specific and individual to the child
- Request Parents/Carers regularly attend and/or communicate in writing to the Service any changes to the medical conditions/medications requirements for their child and update the risk minimisation plan accordingly
- Communicate internally to all staff members the individual needs of children in the Service

3.3 Services will complete individual risk minimisation plans for children in the care of CCCS in accordance with Regulation 90 (Education and Care National Regulations). A risk minimisation plan is to be implemented for any situation requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition. Additionally, a risk-minimisation plan is required to be developed in consultation with the Parents /Carers of a child-

(A) to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and

(B) if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and

(C) if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and

(D) to ensure that practices and procedures requiring that all staff members and volunteers to identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and

(E) to ensure that practices and procedures ensuring that the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented

3.4 Services will utilise CCCS CH FORM Risk Minimisation Plan as required in point 3.3. This form will require completion –

- For the management of medical conditions including but not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
- When a Parent/Carer provides a medical management plan or 'action plan' to the Service
- Following notification in a child's enrolment forms of a medical condition (Refer to section – Medical Information)
- Following the provision of a medical management plan or verbal or written notification that the child has been provided with a medical management plan
- Upon request to administer medication by a Parent/Carer

3.5 Services are required to implement practices that ensure all staff members and volunteers can identify children with risk minimisation plans/medical conditions/medication requirements. It is recommended the risk minimisation plan is displayed in the relevant room the child occupies whilst ensuring confidentiality is maintained.

3.6 Services will safely store all medications provided by Parents/Carers that may require administration in a manner that is inaccessible to children. The location of medications must be known, supervised and accessible to all staff members trained to administer; and stored in accordance with the manufacturers requirements/labelling.

3.7 Services are required to ensure medications provided by Parents/Carer are within date, labelled and advise Parents/Carers when the medication is approaching expiry and request replacement.

3.8 Services are required to request and monitor that children do not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health needs, allergy or relevant medical condition as detailed in the provided medical management plan and the completed CCCS CH FORM Risk Minimisation Plan.

3.9 Should a child require medication and the medication has not been provided by the Parent/Carer or has expired, the Service will immediately contact the emergency services for advice and guidance.

3.10 Services must ensure that medication is not administered to a child being educated and cared for by the Service unless—

- That administration is authorised; and
- The medication is administered in accordance with regulation 95 or 96
- CCCS CH Form Authorisation to Administer Medication has been completed by a Parent/Carer

3.11 Services will acknowledge that children in the care of CCCS may be deemed able to self-administer medication (or be assisted in the self-administration).

3.12 Services are required to liaise with the Area Supervisor to arrange for staff members to receive relevant training in the administration of medication.

3.13 Administer medication according to the following practice –

- In accordance with any medical management plan or action plan provided to the Service
- Follow instructions on the pharmacy label or provided medical practitioner notes/plan
- Check the medication label prior to administration and confirm the contents match the label
- Seek the advice of emergency services should the medication be out of date, unreadable or the label is missing
- Administer medication with the authority of the Responsible Person in Charge and in the presence of a witness
- Consider contacting the emergency services should it be determined their attendance is required i.e. asthma, anaphylaxis/emergency administration of medication etc.

3.14 Services must ensure that written notice is given to a Parent/Carer or other family member of a child as soon as practicable if medication is administered to the child under an authorisation (via CCCS CH FORM Medication Administration)

3.15 Services may administer medication to a child without an authorisation in case of an anaphylaxis or asthma emergency commensurate with the level of training the staff member has received. If medication is administered under this regulation, the Service must ensure that the following are notified as soon as practicable—

- Emergency services
- A parent of the child

3.15 Services must ensure that all unused medication is returned to the Parent/Carer upon collection of the child; or if agreement has been reached to retain the medication at the Service, it shall be returned when expired or when no longer required (i.e. child no longer requires the medication or has departed the care of CCCS)

### 3.16 Parents/Carers are requested to -

- Adhere to the CCCS CH POL Medical Conditions Policy
- Hand over medication in person to a staff member on arrival at the Service
- Inform the Service if their child has a medical condition(s)
- Assist CCCS to implement any medical management plan provided by a medical practitioner via the completion of CCCS CH FORM Risk Minimisation Plan to develop plans specific and individual to their child
- Assist with the completion of CCCS CH FORM Risk Minimisation Plan as required by CCCS in points 3.3 and 3.4
- Provide a completed CCCS CH Form Authorisation to Administer Medication form as required by this policy
- Communicate any changes to the medical conditions/medications requirements for their child and risk minimisation plan
- Provide in writing any request for a child to be responsible for self-administering medication. This request requires the Parent/Carer to identify the guidelines and procedure for self-administration including storage location of medication, where and how it is to be administered and a completed the CCCS CH Form Authorisation to Administer Medication. This request may also require the completion of a risk minimisation plan (CCCS CH FORM Risk Minimisation Plan). Consideration must be given to the risks approval may pose to others and does not include the child carrying the medication on their person.

## 4. SUPPORTING DOCUMENTS COMPLIANCE

4.1 CCCS CH FORM Medication Administration

4.2 CCCS CH Form Authorisation to Administer Medication

4.2 CCCS CH FORM Risk Minimisation Action Plan

## 5. COMPLIANCE

5.1 Non-compliance with CCCS policies and procedures may result in further action in accordance with the CCCS Staff Separation, Counselling & Discipline Policy and relevant Centacare/AOB policies.

## 6. IMPLEMENTATION

6.1 CCCS will display this policy/procedure on the Archdiocesan Intranet (AI).

6.2 Area Supervisors and Directors/Coordinators are responsible for ensuring the appropriate communication of policies/procedures and supporting documents to staff members and Parents/Carers.

6.3 All staff members are responsible for understanding and complying with this policy/procedure.

## 7. DEFINITIONS

Staff Member	<p>In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an</p> <ul style="list-style-type: none"> <li>• Educator</li> <li>• Director/Coordinator</li> <li>• Nominated Supervisor;</li> <li>• Or otherwise.</li> </ul>
Educator	<p>Educator means an individual who provides education and care for children as part of an education and care service.</p>

## 8. RECORD KEEPING

8.1 CCCS will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping

8.2 CCCS will maintain all records as detailed in CCCS HS POL Health and Safety Policy.

8.3 All CCCS Services are required to maintain all records in their Service folder on the L:\\ drive.

8.4 All CCCS Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).

8.5 CCCS will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.

8.6 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.

8.7 CCCS will coordinate the removal, archiving and disposal of records as required.