



Vale Park Preschool

Medical Conditions Policy

Vale Park Preschool promotes the health, safety and wellbeing of all children enrolled in its Preschool program. The Preschool aims to keep everyone safe and in particular children with medical conditions. Reasonable steps will be taken to manage medical conditions and precaution will be taken to protect children from harm and hazards.

Parents will:

- Provide a current medical management plan for the child that has been signed by the relevant health care professional.
- Communicate any changes to the medical management plan and risk minimisation plan for their child verbally and in writing as soon as it is known.
- Provide medication that is within its expiry date, in original packaging.

A risk minimisation plan will be developed in consultation with the parents of the child:

- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical conditions are assessed and minimised.
- To ensure that practices and procedures in relation to consumption and service of food are developed and implemented.

The preschool will follow recommended practices to manage medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis by:

- Following the child's individual management plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
- Informing all educators including volunteers at the service of practices in relation to managing those medical conditions.

Parents will be notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.

Administration of medication

In the event that a child requires medication at specific times throughout the day, parents are required to document the following information in the Medications Record and verbally communicate this to educators:

- The name of the child.
- Name of medication to be administered.
- The time and date the medication is to be administered.
- The dosage of the medication to be administered.
- The manner in which the medication is to be administered.
- Parent authorisation signature.
- The time and date, or the circumstances under which the medication should be next administered.

Educators will then identify the child and their medical management plan along with the child's medication. The educator administering the medication will have a colleague verify the above information prior to administration. Both educators will then sign the Medical Register, confirming the information and administration was correct.

This policy will be shared with all educators and families of children with a health care need, allergy or other relevant medical condition, and available on the website and in the Preschool policies folder.

This policy has been developed in consultation with the Governing Council, educators and families of the centre.

Medical Conditions Policy cont.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

The Governing Council endorsed this policy on:
8th September 2016

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Chairperson

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Director