

The administering of medication requires attention to detail, meticulous record keeping, teamwork and common sense. Families have a responsibility to provide current medical information to the service so that educators can effectively respond to and manage medical conditions. Thus, parents are expected to properly document their requirements and educators must ensure this has been done before any medication is administered.

Educators should encourage and support children who attend the OSHC service and are able to self-medicate and manage medical conditions themselves to do so.

The OSHC service has a duty of care to ensure that all persons are provided with a high level of support during hours of operation. Educators will assist children to manage ongoing medical conditions and assist with medication, if that medication is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements and is accompanied by a medication plan. As this is a legal requirement all steps must be met at enrolment.

Roles and responsibilities

Families:

- To convey clear information to educators regarding details of the medical condition (as specified in the OSHC Risk Minimisation and Communication Plan) along with any known triggers and/or specific plan for long term illnesses, allergies and reactions that may require medication by providing a medical treatment plan. A Health Action plan is to be **signed and dated by their registered health care professional** and updated annually. If any changes occur that may differ from the original plan, a new medical treatment plan must be obtained, **signed and dated by a registered health care professional**, and provided to the service. If these steps are not followed OSHC bookings will be suspended until it is provided (as per National Regulations).
- Assist children to self-manage, as much as is safe and practical, their health and personal care needs.
- For each new prescription, Medication must refer to the child in question, be in its original container and prescribed by a medical practitioner.
- Children who have been sick the previous night or in the morning should be kept home and cared for to prevent further spread of illness.
- If children are receiving medication at home or school but not at the Service, parents should inform the Service of the nature of the medication and its purpose and of any side effects it may have for the child, so that educators can properly care for the child.
- Ensure medication is not past the expiry date.

Educators:

- Provide basic first aid.
- Adhere to the terms and requirements of the individual health care plans provided by the family and manage health support planning.
- Report to parents and guardians any observations which could indicate health-related concerns.
- Must not administer medication to any child who attends the Service without medication prescribed by the medical practitioner.
- Follow instructions related to health and safety.
- Contribute to risk assessment processes.
- Accept responsibility for safe working conditions within their control. This includes the responsibility to notify their employer should their own health, including their infection status, pose any risk to others.
- Safeguard the privacy of health information.
- Apply standard precautions against transmission of infections.

The Director:

- Ensures all workers can access first aid training and provide a basic first aid response.
- Ensures there is a process to plan for and provide health support and risk minimisation so that all children and students have reasonable and safe access to services. This process should involve families and health professionals. A Risk Minimisation and Communication Plan is included in the OSHC enrolment package.
- Manages health support planning.
- Involves relevant workers in health support planning.
- Manages confidentiality.
- Ensures educators training requirements are fulfilled.

- Ensures facility standards are met.
- Alerts families to the need for health care plans if children or students need individual support.
- Will notify families three times in 6 weeks to advise the need to update/replace prior to the expiry of H.A.P. and/or medication. If non-compliant they will then be notified of the suspension of service.
 - Week 6 – Notice that H.A.P. and/or medication requires updating/renewal.
 - Week 4 – Follow up reminder.
 - Week 2 – Notified of potential suspension of service due to non-compliance.
 - Week 0 – Notified of suspension due to non-compliance.
- Helps families understand health support planning procedures at the service.
- Calls for an ambulance to attend should a medical intervention be required, in accordance with the health care plan provided to the service, for all high risk, life-threatening conditions including, but not limited to, anaphylaxis and severe asthma. All associated costs are to be borne by the enrolling child's legal guardian or, in the case of an adult with an identified medical condition, that individual.

Children:

- Wherever possible, children should be supported to learn responsibility for their own health and personal care needs in non-emergency situations.
- Children in the early years will need supervision of their medication and other aspects of health care management.
- Self-management should follow an agreement between the family and the service.

National Law & Regulations:

Section: [51\(1\)\(a\)](#), [162\(a\)](#), [165-7](#)

Regulations: [77-102](#), [155-6](#)

Resources/References:

- Health Support Planning in Education and Children's Services at www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf
- DECD Child Health and Education Support Services A – Z Health Support Index (information on care plans, guidelines and condition specific resources) at www.decd.sa.gov.au/speced2/pages/health/chessPathways
- DECD Anaphylaxis Guidelines for schools at www.decd.gov.au/A-zpolicies
- DECD Anaphylaxis web page at www.decd.sa.gov.au/speced2/pages/health/allergyAndAnaphylaxis/
- ASCIA Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Preschools and Childcare at www.allergy.org.au/health-professionals/papers/prevent-anaphylactic-reactions-in-schools

National Quality Standard:

- 2.1 Each child's health and physical activity is supported and promoted.
- 2.2 Each child is protected
- 5.1 Respectful and equitable relationships are maintained with each child.