**Granville Public School Preschool**

**Procedures for Dealing with Medical Conditions in Children**

While parents have primary responsibility for managing their children’s health, staff need to work with parents to support their children’s health care needs while they are at preschool. This may involve giving medication, performing health care procedures or developing an individual health care plan.

An individual health care plan is needed for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis, is at risk of an emergency reaction or requires health care procedures.

Regulation 136 of the Education and Care Services National Regulations state that at least one person who has undertaken approved anaphylaxis training and one who has undertaken approved emergency asthma training must be in attendance and immediately available at all times.

Our preschool, does not give medication which has not been specifically requested by a medical practitioner for that individual child for a specific condition. In some cases the medical practitioner may prescribe an over-the-counter medication. If so, staff should follow the same procedures as for ‘prescribed medications’.

*At Granville Public School Preschool we:*

* Ask for information of a child’s allergies or medical conditions at point of application into the preschool.
* Display the health care plan in the food preparation area.
* Provide parents with a copy of the Student Health policy.
* Are Anaphylaxis and Asthma trained.
* Ask the families to give the child’s medication to a staff member for safe storage, on arrival. All non-emergency medication is to be stored in a container placed on a shelf in the kitchen, out of reach of children. Medication must be in its original packaging with a pharmacy label which states the child’s name, dosage instructions and current use-by date. Medication without this labelling is not be given.
* Administer medication (prescribed by a doctor) to a child, the staff member administers and records this while another member of staff verifies that the medication was administered as prescribed. The record must include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This is made available to parents for verification.
* Keep all medication forms in the school until the child reaches the age of 25 years.