

Ratcliffe Crescent, Florey ACT 2615  
PO Box 223, Kippax ACT 2615  
Website: [www.floreyps.act.edu.au](http://www.floreyps.act.edu.au)

Telephone (02) 6205 8011  
Fax (02) 6205 8002

## Florey Preschool Health and Safety – Medical Conditions - Procedures

Florey Preschool ensures all enrolled students have access to the preschool program. The following procedures are in place to support and manage students in the preschool environment who may have an ongoing medical condition.

On enrolment, parents/carers are required to provide a *General Medical Information and Consent Form* and an *Emergency Treatment Plan* for identified medical conditions. The *Emergency Treatment Plan* will detail the child's specific health needs including administration of medication and other actions required to manage the child's condition. Specific training for staff may be required depending on the medical condition.

Florey Preschool staff are not medical practitioners and will always consult the parent/carer whenever they may be unsure of the treatment or a condition. We welcome open and regular feedback from parents/carers. Staff will not:

- Administer medications, including non-prescribed/over the counter (OTC) medications to children without written parent/carer authority
- Perform any treatments without first receiving appropriate professional training
- Enrol a child without the completion of a General Medical Information and Consent Form being completed
- Enrol a child with special health needs without a General Medical Information and Consent Form and Emergency Treatment Plan

As referred to in the Florey Preschool Health and Safety – First Aid – Procedures document, *Emergency Treatment Plans* will be displayed in appropriate and numerous places in the preschool environment.

### Suspected Infectious Disease

If there is a child enrolled at Florey Preschool who is diagnosed with an immune disease or who are susceptible to infectious diseases, staff will contact the family immediately if they are made aware of a suspected diagnosis of an infectious disease. These families will be able to make the decision if the child is removed from the environment or not.

## Informing nominated supervisor, staff members and volunteers of medical conditions

Information regarding medical conditions must be located in a prominent area so that all staff members and volunteers have access to the information, particularly in emergency situations. It is the responsibility of all educators to ensure relief staff or volunteers are made aware of the location of this information.

## Information required from parents

Parents and educators need to work together to manage the medical conditions and administration of medication for children during their time at preschool. Any relevant information that can help in the management of such conditions and illnesses should be communicated to educators as soon as practicable. In particular, parents/carers are responsible for:

- completing the General Medical Information and Consent Form during preschool enrolment, including indicating any known medical conditions
- where applicable, completing the Management and Emergency Treatment Plan in consultation with the child's medical practitioner. This plan must be signed by the child's medical practitioner.
- advising educators of any changes to the child's medical condition or treatment including changes to known allergens, medication, side effects etc
- advising educators of the child's general wellbeing or if there are any circumstances that may impact on their medical condition.

## Self-administration of medication

Children are NOT permitted to self-administer medication while at preschool.

## Storage of medications

- Medication must be given directly to educators and not left in the child's bag.
- All prescribed medications must have the original pharmacist's label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.
- All medication must be stored safely out of sight of children, but readily accessible to educators, and in accordance with the medication requirements.
- Medication required for Emergency Treatment Plans are kept in a box clearly labelled with the name and a photo of the child with First Aid Plan and medication dosage easily accessible.