

DEALING WITH MEDICAL CONDITIONS POLICY

Dealing with Medical Conditions

The Willunga OSHC service staff will assist children to manage 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, has correct use by date and is accompanied by a medication plan.

Only medicines prescribed by a doctor and directed by the doctor to be administered during operational hours may be given. It is recommended that where possible medication is administered before or after attending the Service.

A medication form will be completed by parent/guardian prior to start of session and staff are to complete the form indicating that medication has been given/taken.

Medication will only be administered if it is:-

- A prescribed oral medication
- Accompanied by a signed medication plan from doctor, stating the name of the medication and the dosage.
- Accompanied by a signed letter of authority from a parent or guardian stating the time and dose to be administered.
- In its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing, doctor's name and expiry date
- All medication will be kept by the Director and stored in a safe place. Storage should prevent unsupervised access and damage to medicines eg. Some may require refrigeration.
- All medication will be administered by a qualified educator and witnessed by staff.
- All unused medication will be returned to the parent on collection of the child.

Please note that we are not able to administer paracetamol-based medication (Panadol).

For asthma medication, parents will advise in writing either:-

- Their child will be responsible for administering their own asthma medication
- Their child will require supervision

*** Note - REQUIRED:**

*** Where a child has been diagnosed as at risk of anaphylaxis:**

- **A notice is to be displayed in accordance with Regulation [173 (2) (f)] (refer Prescribed Information template)**