

MILES FRANKLIN PRIMARY SCHOOL

Achieving Educational Excellence in a Caring Environment

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Known Medical Conditions Procedure

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Next review: 12/10/24

1. Introduction

Miles Franklin Preschool ensures that children are physically and emotionally well and feel safe in the knowledge that their well-being and individual health care needs will be met.

2. National Quality Standard

We will ensure that we act in accordance with correct authorisation as described in the National Quality Standard 2.1.1

- *Each child's health and physical activity is supported and promoted*

Standard 2.1.2

- *Effective illness and injury management and hygiene practices are promoted and implemented.*

3. Process

- Enrolment forms require full details about medical conditions
 - Enrolment forms are returned at child's teacher orientation interview and medical needs discussed
 - Medical enrolment forms are required before a child can start Preschool
 - Where children require medication or have special medical needs for long term conditions, the child's doctor or allied health professional and parent/guardian must complete a Medical Response Plan. Such a plan will detail actions required to manage the child's condition
 - In addition to the Response plan teachers and parents complete a Risk Minimisation and Communication Plan to ensure safety of the student when at Preschool
 - Plans are signed by parents, first aid officer and principal (delegated) so that everyone understands their responsibilities.
 - All forms are double checked for correct signatures and information
 - Plans are displayed and filed in all relevant areas
 - Plans are discussed and information shared at the first Preschool team meeting
 - All set room staff ensure medical needs are included in daily handover to release and relief staff.
- Each school year, all parents/carers of ACT Government school students are required to complete a Medical Information and Consent Form in relation to their child/ren. This form requests general medical information and provides for parents/carers to consent to first aid treatment for their child/children in line with the First Aid Policy and First Aid General



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Procedures and the administration of authorised medications; salbutamol (ventolin) and adrenaline in the event of a life threatening asthma or anaphylaxis emergency.

- In addition to the Medical Information and Consent Form a Known Medical Condition Response Plan is required for any student with a known medical condition, short or long term, that:
 - · requires intervention i.e. administration of medication or other support; and/or
 - · could lead to a medical emergency.

NQS Reference: 2.1.1, 2.1.2, 7.1.3

Regulations :85, 86, 87, 89,90, 92, 93, 94, 95, 168 (2)(d), 183,