

Westgarth PS OSHC Communication Plan

Students with anaphylaxis, asthma or any specific healthcare needs, allergies or relevant medical conditions

Westgarth PS OSHC has a strong commitment to the passing on of relevant information to those that need to be aware. Regarding anaphylaxis or any serious medical condition it is imperative that people who work at, or visit the program are aware of the medical or other special requirements for certain children.

At the program the Nominated Supervisor/Certified Supervisor has the responsibility to ensure that all Educators and personnel who come to the program have knowledge of which children have anaphylaxis, asthma or any other medical condition or other special needs. It is their responsibility to inform: all part time Educators, all casual Educators, visiting professionals, incursion providers, volunteers, family members etc.

Process

- A Medical Quick list will be available informing all staff that the program has children who have anaphylaxis/medical condition or special needs.
- It is their responsibility having been informed that there are children with medical conditions at the program, to check the daily roll to see which children are in attendance that day.
- Medical management action plans, which contains the student's photo, name, date of birth, allergens to be avoided, contact details and the action required if the child has a mild or a severe reaction are kept in the OSHC office area. This will also include a risk minimisation plan and communication plan. Educators are to make themselves familiar with all documents pertaining to a child that is in care for that day.
- Medication is stored in a blue esky and is clearly labelled and kept out of reach of children within the OSHC first aid station. Some children with asthma may have their medication stored in their school bags which should be placed within the dedicated area of the OSHC bag storage area.
- Educators must make themselves aware of the whereabouts of medication on arrival to the program.

A sign must be available clearly to be seen by anyone entering the program which states: "There are children at this program who have anaphylaxis".

Reminders need to be placed in the newsletters that the program has students who have anaphylaxis and a statement, asking them to ensure no food is brought to the program that contain nuts or other known triggers.

Through regular parent meetings, the Nominated Supervisor must ensure that all information about the child's condition is kept up to date, so that accurate information is always available. Open lines of communication must be maintained.

Westgarth PS OSHC will ensure that Educators employed at the program, receive regular updates and

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training on the management of anaphylaxis and other medical conditions (Asthma, Diabetes, Epilepsy etc). Regular discussions and trials take place at the program to ensure the smooth operation of a potential anaphylactic episode, in the program, the play area, on excursions/incursions and during special events.

The Nominated Supervisor ensures that all relevant information is clearly labelled and accessible for anyone who may be new to the program

Relieving Supervisor/Coordinator

Anyone undertaking this role must make this a priority.

Once the roll is printed, a check should be made against the medical alert board and medical quick list and the medical management action plans for relevant children and make the information known to themselves and to the other Educators or people at the program on that day.

When they attend a program it is a priority that all Educators identify children whom are diagnosed at risk of anaphylaxis/medical condition and where their medication and EpiPen is located, how to use an EpiPen and what the first aid and emergency response procedures are.

If children require medication a CURRENT medication consent form must be filled out. It is the Nominated Supervisor's responsibility to ensure that the medication has not expired.

Where it is stored, an expiry date should be recorded within the child's Communication plan and on the online EpiClub reference list.