

Medication & Sun Smart Policy 2021

1. Service staff will assist with children's medication if:
 - a) it is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements
 - b) it is an over-the-counter medicine that has been authorised by the child's parent
 - c) the parent has completed and signed the service's Request to Administer Prescribed Medication form
2. All medications administered must be observed and recorded by Director/ Coordinating Supervisor, including self-administered medication for children over the age of eight.
3. When staff are to assist with a child's medication, it should be given directly to the staff member in charge, not left in the child's bag or locker.

Children eight years and over, may, on the advice of their parent and doctor, carry and take their own medication. Medication should be kept in a safe place out of reach of younger children and staff informed that the child is [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.] taking their own medication and of any possible side effects. This will be possible only where:

 - a) The medication does not need secure storage
 - b) The medication does not require refrigeration
 - c) The Director is satisfied that potential access to the medication by other children does not create a risk
5. Staff must not prepare respirator or bronchodilator mixtures for use in air pumps. If a nebuliser is prescribed by a doctor, instead of a 'puffer', and it is necessary for the child to bring the pump to the service, the parent should supply an appropriately labelled container with the solution pre-mixed.
6. Where possible, before medication is given to a child, the staff member will verify the correct dosage with another staff member. After giving the medication the staff member will complete the following details on the Request to Administer Prescribed Medication Form (see forms at the end of this section).
7. Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.
8. All illness at the service should be recorded on the Accident/Illness Record (see forms at the end of this section).
9. If children are receiving medication at home but not at the service, the service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.
10. Staff must not administer injections. In the case of children with chronic conditions which could be life-threatening, alternative fast-acting oral medications are available. The OSHC Medical and Health form, completed by parents should disclose immediate measures to be taken in a life-threatening situation. A summary of these should be prepared and made available to all staff. Where additional advice is needed, the OSHC service director should refer the matter to the Child and Youth Health medical officer for the area in which the service is located.
11. Staff are not to dispense analgesics (eg. headache tablets).

Our expectation that children will be Sun smart is consistent with our aims to maintain a respectful, safe & happy school. We expect that children will learn to:

1. Protect themselves from skin damage caused by the harmful ultraviolet rays of the sun on days rated as High UV and in terms 1 and 4 between September and May:-
 - a) Wearing hats that protect the face, neck and ears when they are outside.
 - b) Using appropriate clothing, sunscreen and sunglasses during prolonged exposure to the sun.
 - c) Being unable to participate in outdoor play.
 - d) Observing the role models of Staff and other students who are practicing skin protective behaviour themselves.
2. Sun screen is to be made available in OSHC facilities.
3. Compulsory application of sunscreen shall be in place during Vacation Care programmes & pupil free days (morning, midday, afternoon)- except in cases of notified allergic reactions to sunscreen. Sunscreen is to be taken on excursions during before mentioned periods.
4. It is recommended that sunscreen is used only on exposed skin that cannot be protected naturally. If possible, it is preferable for children & staff to wear cover-up clothing, such as loose, light-coloured closely woven cotton garments with long sleeves and collars, for all outdoor activities.
5. Discussion about skin and ways to protect it from skin cancer will be included in the children's programme, and in general day-to-day discussions.
6. Staff will ensure that sunscreen is in date.
7. When enrolling their child, parents will be informed about the sun safety policy, and asked to provide a suitable hat and SPF 30+ sun screen for their child's use. This hat will be green in colour and will be ordered and invoiced appropriately through the Centre. During Vacation Care, if a child does not have a hat, one will be supplied and invoiced to the parent/caregiver.
8. Staff will be aware of the proper application of sunscreen and model the practices outlined above.

