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Service Stream	Families and Young People Services	Category	Foster and Kinship Care
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Purpose
The purpose of this procedure is to inform employees of how to manage the health and medication of children/young people during activities/events run by Mercy Community's (MC's) Foster and Kinship Care (FKC) programs.

Scope
This procedure applies to all employees, volunteers, students, and contractors engaged within FKC programs across MC's Families and Young People Services (FYPS). This procedure relates to general FKC placements, Intensive Intervention Placement Support (IIPS), High Plus (HP) support, and Intensive Foster and Kinship Care (IFKC) programs.

Procedure
<p>1. Medical conditions requiring medical safety plans</p> <p>1.1. Where a child/young person has a high-risk medical condition (poses a significant risk to the child/young person's physical health – e.g., anaphylaxis, diabetes, asthma), or complex medications are being brought to the activity/event, a <i>Medical Safety Plan</i> and <i>Medication Consent and Record</i> must be developed between the child/young person's carer, MC, and the child's doctor/specialist. Where this is considered warranted:</p> <p>1.1.1. The FKCP Practitioner (FKCP) will coordinate the development of this <i>Medical Safety Plan</i> and <i>Medication Consent and Record</i> prior to the activity/event being planned, involving the carer, the Child Safety Officer (CSO) and relevant medical personnel;</p> <p>1.1.2. The FKCP will write the <i>Medical Safety Plan</i> and <i>Medication Consent and Record</i> and provide a copy to all parties; and</p> <p>1.1.3. The FKCP coordinating the activity/event will ensure all MC workers participating in the event are provided with relevant information prior to the event being held.</p> <p>1.2. Where the carer can provide an existing current medical safety plan for the child/young person, this can be attached to the <i>Medical Safety Plan</i> and <i>Medication Consent and Record</i>.</p> <p>2. Medication information and consent</p> <p>2.1. Where MC is required to support a child/young person to take their medication, the following must occur prior to the provision of any medication:</p> <ul style="list-style-type: none"> • Permission must first be sought. The carer will be required to complete and sign the <i>Medical Safety Plan</i> and <i>Medication Consent and Record</i>; • The FKCP will ensure the <i>Medical Safety Plan</i> and <i>Medication Consent and Record</i> are completed in full; and • The FKCP will obtain Consumer Medication Information (CMI) leaflets for each medication prior to the activity/event. CMI leaflets can be printed from https://www.healthdirect.gov.au/medicines or requested from a pharmacy. <p>3. Medication handling</p> <p>3.1. The carer must provide the medication in an original container with the approved pharmacy label containing the medication name and dosage and the child/young person's full name.</p>

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- 3.2. The FKCP will ensure that medication is transported and stored in a locked box accessible only to employees.
- 3.3. Where the medication requires refrigeration, this will be stored in a labelled, padlocked container in a fridge.
- 3.4. Any unused medication will be returned to the Foster/Kinship Carer at conclusion of the activity/event.

4. Medication assistance

- 4.1. Medication assistance will be provided according to the instructions on the *Medical Safety Plan* and *Medication Consent and Record*.
- 4.2. Any time medication assistance is provided, two (2) FKCPs are required to check the medication against the *Medical Safety Plan* and *Medication Consent and Record* prior to assisting the child/young person to take their medication. Both FKCPs must observe the child/young person taking the medication and sign the *Medication Consent and Record*.
- 4.3. Any non-prescription medications will be treated in the same manner as prescription medications. Services will have no 'general use' non-prescription medication.

5. Medication refusal

- 5.1. If a child/young person has been prescribed medication and refuses to take their medication in accordance with the instructions on the *Medical Safety Plan* and *Medication Consent and Record*:
 - The FKCP will continue to offer the medication to the child/young person for the next hour;
 - The Foster/Kinship Carer will be notified of the refusal as soon as practicable; and
 - The refusal will be recorded in the comments section of the *Medication Consent and Record*.

6. Medication errors and emergencies

- 6.1. Where an error relating to medication support is identified:
 - The FKCP will clarify the error with the child/young person;
 - The FKCP will monitor the child/young person;
 - The FKCP will advise the Foster/Kinship Carer as soon as practicable; and
 - Appropriate medical attention is to be sought (e.g. contact the child's/young person's doctor or phone 13HEALTH).
- 6.2. In the case of an emergency, an ambulance will be called for the child/young person and the Line Manager notified.
- 6.3. All medication errors and/or emergencies will be recorded as an incident, as per *GOV SOP Incident Management* and *FS IP Incident Category Definitions – Statutory Services*.

7. Records management

- 7.1. the *Medical Safety Plan*, *Medication Consent and Record*, and any Incident Reports are to be scanned and uploaded to the child's/young person's Service File within an Activity and Events Service Event.
- 7.2. Refer to the *FS IP FKC Document Filing Guide* for further guidance on CMS recordkeeping requirements and naming conventions.

Definitions

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FKC Practitioner

The employee who has been delegated by the Line Manager to undertake specific case management or placement support tasks.

Line Manager

Employees with supervisory and program management responsibilities within the fostering service.

References

Consumer Medication Information: <https://www.healthdirect.gov.au/medicines>

FS IP Incident Category Definitions – Statutory Services

GOV SOP Incident Management

Related Documents**Penelope Forms:**

Medical Safety Plan

Medication Consent and Record

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