

# Medical Conditions Policy

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.1	Each child's health is promoted.
2.2	Healthy eating and physical activity are embedded in the program for children
2.3	Each child is protected

## Education and Care Services National Regulations

Children (Education and Care Services) National Law	
90	Medical Conditions Policy
91	Medical Conditions Policy to be provided to parents
92	Medication Record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication

Early Years Learning Framework	
LO3	Children are happy, healthy, safe and connected to others
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

## Purpose

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

## The Management of Medical Conditions:

The Service is committed to ensuring the inclusion of children with diagnosed medical conditions within its programs and to providing a safe and caring learning environment for these children.

Inclusive programs encourage and allow all children genuine opportunities to participate in early learning programs.

Any child enrolled in the Service with a diagnosed medical condition will be required to have a Medical Management Plan signed by their medical practitioner outlining the required management of the medical condition.

The Nominated Supervisor, Educators and volunteers will be notified of any child with a medical condition. If a child is enrolled at the service with a diagnosed medical condition such as asthma, diabetes, epilepsy or at risk of anaphylaxis, the service will refer to this policy in conjunction with the individual policies that relate to their condition to manage their health needs.

For children with a diagnosed medical condition, a Medical Management Plan will be displayed with a current photo of the child to assist staff members and volunteers to identify the child. The Medical Management Plan will be displayed in all rooms across the service. All documentation regarding the child and their medical condition will be shared confidentially at all times.

In the event of an incident relating to the child's specific health care need, allergy or relevant medical condition the child's Medical Management Plan will be followed by the Service Educators.

In the case of an emergency, authorisation may be given verbally by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication or, if such a person cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service (regulation 93). Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency (regulation 94).

### **Important Note:**

Under the Education and Care Services National Regulations children with a diagnosed medical condition that require medication must not attend the Centre without their medication which has been prescribed by the child's medical practitioner in relation to their specific health care need, allergy or relevant medical condition.

### **The Service:**

A copy of the Medical Conditions Policy must be provided to all Educators and volunteers at the service annually. The policy must also be provided to parents of children upon enrolment at the Service whose child has been identified as having a specific health care need or allergy.

A copy of the relevant policies will also be provided to parents of children enrolled at the service as identified as having a specific medical condition including Asthma, Diabetes, Epilepsy, and Anaphylaxis. Management of these medical conditions is controlled by the following policies;

- Anaphylaxis Management and Allergy Policy
- Asthma Policy

- Diabetes Policy
- Epilepsy Policy
- Cystic Fibrosis Policy

### Risk Minimisation Plan

All children with a diagnosed medical condition must have a risk minimisation plan in place. A meeting will be arranged with the parents/guardian as soon as the Service has been advised of the medical condition. During this meeting a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

1. That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
2. That practices and procedures in relation to the safe handling, preparation and consumption and service of food are developed and implemented
3. To ensure that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
4. Practices ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
5. That the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or relevant medical condition
6. Plan(s) in conjunction with parents/guardians will be reviewed at least annually and/or will be revised with each change in the Medical Management Plan
7. Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day
8. Educators will notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
9. Educators will ensure appropriate hygiene practices are followed when managing medical conditions in line with the Infectious Diseases Policy
10. Risk minimisation plans will be reviewed in collaboration with families every 12 months

### Communication Plan

A communication plan will be created with the parents/guardian to ensure:

- All relevant staff members and volunteers are informed about the medical conditions policy and the Medical Management Plan and Risk Minimisation Plan for the child;

- How the family will inform the centre of any changes to the plan or the child's condition;
- Where the medication is to be kept; and
- Any procedures that will be followed etc.

At all times, families who have a child attending the Service who have a diagnosed medical condition will be provided with a copy of this policy which includes a communication plan and any other relevant policies.

### Training and Rostering

The Educator roster must ensure that the following listed qualifications are current and available at all times. The required qualifications can be held by a single rostered Educator or shared as per the regulations, as follows:

- a) At least one educator who holds a current approved first aid qualification;
- b) At least one educator who has undertaken current approved anaphylaxis management training;
- c) At least one educator who has undertaken current approved emergency asthma management training.

If necessary, Little Scooters will seek training in the management of any medical condition that has been diagnosed of a child in the Service. This training or information will be from the recognised authority of the condition i.e. Epilepsy Australia, and Diabetes Australia.

### Self-administration of Medication

Given the age of children in attendance, this Service does not allow self-administration of medication at any time.

### Parents/Guardians

1. Provide a medical management action plan which has been authorised by a licensed Medical Practitioner
2. Provide supplies, equipment and medication related to the care of the diagnosed medical condition and replenish as needed
3. Notify the Service immediately if any changes occur to the plan(s)
4. Where required provide training to the Educators to enable them to support the individual care and health needs for their child
5. If a child requires special medical procedures or support that are outside of our everyday practices, parents are required to support the Service in obtaining appropriate training and written authorisation for Educators
6. If medication is required, supply and complete the appropriate authorisation form

7. Review Medical Management plans and Risk Minimisation plans relating to their child's medical condition with the service every 12 months

Below are links to organisations that provide specialist advice, medical management templates or training in the management of specific health care needs, allergies or medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

#### Diabetes

- Diabetes Australia [www.diabetesaustralia.com.au](http://www.diabetesaustralia.com.au)
- Australian Diabetes Society [www.diabetessociety.com.au](http://www.diabetessociety.com.au)

#### Anaphylaxis and allergies;

Australian Society of Clinical Immunology and Allergy [www.allergy.org.au](http://www.allergy.org.au)

- Allergy and Anaphylaxis Australia [www.allergyfacts.org.au](http://www.allergyfacts.org.au)
- Royal Children's Hospital, Department of Allergy and Immunology [www.rch.org.au/allergy](http://www.rch.org.au/allergy)

#### Asthma

- National Asthma Council Australia [www.nationalasthma.org.au](http://www.nationalasthma.org.au)
- Asthma Australia [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)

#### Source

• Australian Children's Education & Care Quality Authority.
• Guide to the National Quality Standard.
• Staying Healthy in Child Care 5 <sup>th</sup> Edition
• Education and Care Services National Law and the Education and Care Services National Regulations

#### Review

This policy will be reviewed every 2 years and will be conducted by Management, Employees, Families and Interested Parties.

Last Reviewed	Next Review Date
6.10.16	6.10.18