

Policy Statement

Our Organisation is committed to working in collaboration with families to ensure all children can participate safely in our Program.

We aim to ensure that any child or Staff member with a medical condition that has the potential to escalate to a medical emergency is well supported and that Staff are equipped with the knowledge and skills to manage medical conditions as they arise.

Procedures

Nominated Supervisor will ensure:

- ✓ Enrolment form includes an area for families to inform the Service of a child's medical condition, including any allergies, anaphylaxis, diabetes and asthma.
- ✓ Risk Minimisation Plan is available for Coordinators and Educators to access.
- ✓ As part of the orientation process Educators and volunteers are made aware of the procedures outlined in this Policy.
- ✓ Educators are informed of any child's medical condition, including any updates or reviews of the child's condition.
- ✓ There is a minimum of one Educator onsite at all times that has current approved first aid , anaphylaxis and emergency asthma management training.
- ✓ Regulatory Authority must be contacted within 24hours of an incident.

Parent/Guardians will ensure they:

- ✓ Inform Coordinator of any medical conditions that their child may have, including, but not limited to, Asthma, Anaphylaxis and Diabetes.
- ✓ Provide the following prior to child's first day of care:
 - Provide a current Medical Management Plan, for each specific medical condition from a registered Medical Practitioner with a Review Date clearly written by a Doctor.
 - Work with the Coordinator to develop a Risk Minimisation Plan and Communication Plan for their child.
 - Provide all required prescribed medications by child's Medical Practitioner and complete a Medication Administration Form.
 - Prescribed medications from a Registered Medical Practitioner must:
 - be in the original container/bottle
 - have a Chemist Label attached to the container /bottle with the child's name to whom medication is to be administered
 - have the expiry or use by date on the container /bottle
- ✓ If there is a change to a child's medical condition such as the type of prescribed medication or dosage, the child no longer requires the prescribed medication or they are no longer required to have a Medical Management Plan, the Parent/Guardian must supply a letter from a Registered Medical Practitioner stating the change/cessation to the Coordinator.
- ✓ Read Medication Administration Policy for procedures outlining the administration of medication.

Please note:

- Child cannot attend care until the above requirements have been met
- Medical Management Plans need to be reviewed every 12 months by a Registered Medical Practitioner, unless otherwise stated on plan

Coordinator will ensure:

- ✓ Medical Management Plan will be followed in the event of an incident relating to the child's specific health care need or medical condition.
- ✓ Risk Minimisation Plan is developed for each child's individual health needs, in consultation with the family.
- ✓ Risk Minimisation Plans must include the following:
 - outline of the child's medical condition e.g. asthma, anaphylaxis, diabetes etc
 - risks relating to the child's diagnosed health care needs are assessed, including if relevant, procedures in place for the safe handling, preparation and consumption of food are developed and implemented
 - practices are set up to ensure all Educators and volunteers can identify the child, the child's medical management plan and the location of the child's medication

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- ✓ Parents/Guardians:
 - of a child with a medical condition are provided with a copy of this Medical Conditions Policy
 - are given an opportunity to discuss their child's medical condition and are made aware of any known allergens present at the Service that may pose a risk to their child and strategies for minimising the risk are developed and implemented
 - ✓ Communication Plan must be prepared including:
 - how all Educators and volunteers are informed about the Medical Conditions Policy, Medical Management Plan and Risk Minimisation Plan for each child
 - how ongoing communication between Parents/Guardians and Educators is to occur
 - how we review, update and communicate any changes to the child's medical condition
 - ✓ Medical Management Plans and Risk Minimisation Plans are filed in the All About Me Folder and saved on Share Point.
 - ✓ Educators and volunteers are informed of:
 - any individuals with a medical condition
 - where medications and plans are kept
 - ✓ Posters and current information are displayed and available for Educators on the management of asthma, anaphylaxis and diabetes, in line with the recommendations of the relevant peak bodies e.g. Asthma Australia, Allergy and Anaphylaxis Australia, Diabetes Australia.
 - ✓ If an Ambulance has been contacted the Responsible Person will inform the Nominated Supervisor ASAP.

Educators and volunteers will ensure they:

- ✓ Are aware of children with medical conditions and familiar with their Medical Management and Risk Minimisation Plans.
- ✓ Are aware of the location of medication, Medical Management, Risk Minimisation and Communication Plans.
- ✓ Follow Medical Management Plans in the event of any incident relating to a child's specific health care need.
- ✓ Show respect to the child and their family and maintain confidentiality.
- ✓ Educate children and families to respect and understand others who may need additional support because of their medical condition.

Asthma Management

- ✓ Educators are to follow the individuals Asthma Management Plan.
- ✓ If an individual does not have an Asthma Management Plan but shows signs of having difficulty breathing, Educators are to follow the Asthma Australia recommendations.

Anaphylaxis Management

- ✓ Educators are to follow the individuals Action Plan for Anaphylaxis.
- ✓ If an individual does not have an Action Plan for Anaphylaxis but shows signs of having an anaphylaxis reaction, Educators are to follow the Allergy and Anaphylaxis Australia recommendations.

Diabetes Management

- ✓ Educators are to follow the individuals Diabetes Management Plan which includes an Action Plan.

Medication

- ✓ All Medication is:
 - easily accessible and stored in a centralised location.
 - labeled with child's name and stored together with their Medical Management Plan and Medication Form.
- ✓ Service Asthma kits and Epi-Pens where needed are:
 - easily accessible and stored in a centralised location.
 - maintained and within use by date.

Medical Conditions in Educators and Volunteers

- ✓ Although Educators, volunteers and visitors are not legally required to disclose any medical conditions, they are given the opportunity on employment to put plans in place, if needed, on how to manage their condition and what we need to do in the event of a medical emergency.
- ✓ Educators, volunteers and visitors are encouraged to bring any medications they may need during work hours and inform the Coordinator of it's location so that, in the event of an emergency it can be located.

Definitions

- ✓ Medical Management Plan – Is a plan of action, developed by a Registered Medical Practitioner with a set of written information about the ongoing symptoms and management for a medically diagnosed condition, health care condition or allergy.
- ✓ Medical Management Plan will include:
 - Details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition
 - Any medications prescribed to manage the condition and treat in an emergency, dosage and frequency to be administered
 - Response required in relation to the emergency of symptoms
 - Response required if the child does not respond to initial treatment
- ✓ Risk Minimisation Plan – a plan developed by the Service in consultation with the family that looks at the potential risks the child may be exposed to and the mutually agreed strategies that will be adopted to minimise the risk and manage the Medical Condition.
- ✓ Communication Plan – Part of the Risk Minimisation Plan to ensure ongoing communication between families and Educators is maintained.

Considerations

Education and Care Services National Law

173	Offence to fail to notify certain circumstances to Regulatory Authority
301	National regulations

Education and Care Services National Regulations

Reg 90	Medical Conditions Policy
Reg 91	Medical Conditions Policy to be provided to Parents
Reg 92	Medication Record
Reg 93	Administration of Medication
Reg 94	Exception to authorisation requirement- Anaphylaxis and Asthma Emergency
Reg 95	Procedure to Administration of Medication
Reg 96	Self- Administration of Medication
Reg 136	First Aid Qualifications

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's Health and Safety	2.1 Health	2.1.2 Health practices and procedures
	2.2 Safety	2.2.2 Incident and emergency management
QA 4 Staffing Arrangements	4.2 Professionalism	4.2.2 Professional standards
QA 6 Collaborative partnerships with families and communities	6.1 Supportive relationships with families	6.1.1 Engagement with the service

	6.2 Collaborative partnerships	6.2.2 Access and participation
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

Activity Centres Inc. Policies and Procedures

Acceptance and Refusal of Authorisation Policy	First Aid - Management of Incident, Injury, Illness and Trauma
Child Safe Environment	Food Safety
Communications	Medical Conditions
Emergency	Medication Administration
Enrolment	Reporting to the Regulatory authority

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported Children develop their autonomy, inter-dependence, resilience and sense of agency Children learn to interact in relation to others with care, empathy and respect
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> Children interact verbally and non-verbally with others for a range of purposes

Early Learning Years Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported Children develop their emerging autonomy, inter-dependence, resilience and sense of agency Children learn to interact in relation to others with care, empathy and respect
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> Children interact verbally and non-verbally with others for a range of purposes

Legislation

Australasian Society of Clinical Immunology and Allergy (ASCIA)	NSW Health
Diabetes NSW & ACT	Work Health and Safety Act 2011 NSW
National Asthma Council Australia	

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Policy is only endorsed if initialled by 2 members of the management Committee

Endorsed by the Management Committee on the 25 November 2022
 Medical Conditions Policy is to be reviewed by 25 November 2206