

MEDICAL CONDITIONS POLICY

Quality Area 2 – Children's Health and Safety

OBJECTIVE

Provide clear procedures to support the health, wellbeing and inclusion of children with a medical condition.

PROCEDURES - ENROLMENT

On application for enrolment families will be required to complete full details about their child's medical needs. The Service will then assess whether Educators are appropriately trained to manage the child's special health needs at that time.

Where children require medication or have special medical needs for long term conditions or complaints, the child's family/guardian must provide a ***Medical Management Plan***.

The Nominated Supervisor or delegated authority will consult with the child's family/guardian to develop a ***Risk Minimisation and Communication Plan***.

DEFINITIONS

Medical Condition

Child with a specific health care need, allergy or other relevant medical condition. Including but not limited to child diagnosed with asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

Medical Management Plan

The actions to be taken and procedures to be followed in the event of an incident relating to the child's specific health care needs, allergy or relevant medical condition.

The medical management plan must be supported by the child's treating Doctor.

Risk Minimisation and Communication Plan

A documented plan to ensure that the risks relating to the child's specific health care needs, allergy or relevant medical condition have been identified, assessed and minimized.

Risk Minimization Plans are required to be developed in consultation with the parents/guardian of a child, to develop practices and procedures, if relevant;

- in relation to the safe handling, preparation, consumption and service of food.

- to ensure that families are notified of any known allergens that pose a risk to a child and strategies for minimizing the risk are developed and implemented; and
- to ensure that Educators are aware of any known Asthma triggers and strategies for minimizing the risks associated with these known Asthma triggers; and
- ensuring 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 care need, allergy or relevant medical condition are developed and implemented.

Forms that must be provided and completed:

Type of Medical Condition	Medical Management Plan to be recorded on:	Risk Minimisation and Communication Plan to be recorded on:
Asthma	<i>Asthma Action Plan</i> Source www.nationalasthma.org.au	Kids World Kindy Asthma – Risk Minimisation and Communication Plan
Anaphylaxis	<i>Action Plan for Anaphylaxis,</i> source www.allergy.org.au	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>
Diabetes	Diabetes Action Plan Source www.diabetesaustralia.com.au	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>
Food allergies Child is not at risk of Anaphylaxis, child has other medication requirements	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>
Non Food Allergies Child is not at risk of Anaphylaxis, child has other medication requirements	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>
Eczema	<i>Action Plan for Eczema,</i> source www.allergy.org.au	<i>Kids World Kindy Medical Management/Risk Minimisation/Communication Plan</i>

RESPONSIBILITY OF FAMILY/GUARDIAN:

- Inform the Service of your child's medical condition and any specific requirements that your child may have in relation to their medical condition.
- Provide a Medical Management Plan for your child's medical condition which must be supported by the child's treating Doctor. To be updated annually or immediately when there are adjustments required.
- Complete a risk minimization and communication plan in consultation with the Service. To be updated annually or immediately when there are adjustments required.
- Provide the Service with any prescribed medication under your child's Medical Management Plan. This prescribed medication must remain on the premises at all times, the family must replace any out-of-date medication.
- Inform the Service in writing of any changes to your child's medical condition, medical management plan, risk minimization and communication plan.
- If your child has Asthma, immediately inform Educators on arrival when your child is **not well when attending the Service**.

RESPONSIBILITY OF APPROVED PROVIDER:

- Ensure relevant Educators have an approved qualification in the management of Asthma and Anaphylaxis.
- Ensure relevant Educators receive the necessary training in managing the specific health care needs that are required to be carried out as part of the care and education of a child with a specific health care need.

RESPONSIBILITY OF NOMINATED SUPERVISOR/DELEGATED AUTHORITY:

On enrolment or immediately upon diagnosis of an ongoing medical condition:

- provide the family with a copy of the Services ***Medical Conditions Policy***.
- ensure the family provides a completed ***Medical Management Plan***. Copy of the plan to be placed in child's enrolment file.
- develop a ***risk minimization and communication plan*** in consultation with the family. Copy of the plan to be placed in child's enrolment file.
- inform the family that they must provide any prescribed medication under the child's Medical Management Plan, this medication must remain on the premises at all times.

- inform Educator's and visitors of the Service of any child with a medical condition by recording the child's medical condition on the ***Important Information about Children Chart***.
- alert Educators and visitors that a child has been added to the Important Information about Children Chart by recording the name of the child and the child's medical condition in the ***Educator communication diary***.

Store the Child's Medication and copy of the child's Medical Management Plan in a clear document file with the child's full name clearly marked. Place in the Services designated medication storage area.

Conduct regular audits to ensure medical management plans/risk minimization and communication plans are updated by the child's family/guardian every 12 months. Inform the child's family/guardian in writing when plans need to be updated.

Conduct regular audits to ensure medication is not past its expiry date. Inform the child's family/guardian in writing when medication needs to be replaced. Dispose of out-of-date medication by returning to family or taking the medication to a Chemist.

The Important Information about Children's Chart will include:

- name of children
- Photo of child
- expiry date of Medical Management Plan/Risk Minimisation/Communication Plan
- location of medical management plan/risk minimization/communication plan
- name and expiry date of medication
- location of each child's medication.
- for children with Asthma, child's trigger/s and risk minimization plan.
- date the Chart was last updated

Communication and Education Plan

- All records and communication are to be updated according to the procedures outlined in this Policy within 24 hours.
- Verbally inform Educator's and visitors of any new child with a medical condition during the child's orientation visit or prior to the child's first day of enrolment.
- Each playroom will have a folder which will include an up-to-date copy of each child's medical management plan and risk minimization and communication plan. The folder will be positioned next to the Important Information about Children's Chart.
- At all times ensure an up-to-date copy of the ***Important Information about Children Chart*** is displayed in every playroom and kitchen of the Service.

- At the commencement of employment/training, Educator's and visitors participate in an Induction process. During the Induction process Educator's and visitors are informed of The Important Information about Children Chart which includes information about any child enrolled within the Service with a medical condition, location of the child's medical management plan, location of the child's risk minimization/communication plan and location of the child's medication

Required Formal Notification:

- When a child is enrolled at risk of Anaphylaxis, place a notice in the foyer informing other families a child enrolled in the Service is at risk of anaphylaxis, for the duration of the child's enrollment.
- Where a child has a known food allergy or intolerance, place a notice in the foyer to inform families to ensure they do not bring these food items into the Service.

RESPONSIBILITY OF EDUCATORS:

- Undertake and keep up-to-date approved training in the management of Asthma and Anaphylaxis.
- Be aware of children in the Service with a specific health care need, allergy or other relevant medical condition by referring to the ***Important Information about Children Chart***.
- Be aware of individual requirements of children with a specific health care need, allergy or other relevant medical condition and follow their ***Risk Minimisation/Communication plan***.
- In the event of an incident relating to a child with a specific health care need, allergy or other relevant medical condition follow the child's ***medical management plan*** and administer medication. Complete an ***illness Record***.
- In the case of an emergency, medication may be administered to a child without written parent/guardian authorization. If medication is administered the child's parent/guardian will be contacted as soon as possible. Record the administration of medication according to the Services ***Medication Policy***.
- Monitor signs and symptoms of specific medical conditions and communicate any concerns to the child's family and Nominated Supervisor/Certified Supervisor.

When you are provided with any **information** by a family/guardian regarding their child's medical condition, as soon as practicable;

- Inform the Nominated Supervisor/Responsible Person and,
- Alert Educators and visitors by recording the information provided by families in the ***Educator communication diary***.

Policy Sources

Guide to the National Law and National Regulation ACECQA
Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011

Policy Review

This policy will be reviewed every two years. Review will be conducted by management, employees, families and any interested parties.

Last review 20 September 2019