



# DEALING WITH MEDICAL CONDITIONS POLICY

## Policy Statement

Fun 4 U Helensburgh is committed to providing a safe and inclusive environment for all children, including those with diagnosed health care needs, allergies, or medical conditions. We recognise that some medical conditions, such as asthma, anaphylaxis, and diabetes, require immediate and consistent management to ensure the health, safety, and wellbeing of children in our care. We work in partnership with families, medical practitioners, and educators to implement individualised medical management, risk minimisation, and communication plans. All educators are trained in emergency response procedures, including first aid, asthma, anaphylaxis, and diabetes management, to ensure the effective prevention and treatment of medical emergencies. This policy supports compliance with the [Education and Care Services National Regulations](#), the National Quality Standard, and best practice guidelines from recognised health authorities, ensuring children's rights to safe, quality education and care are upheld at all times.

## Background

Children with medical conditions, such as asthma, anaphylaxis, diabetes, or other diagnosed health care needs, may require additional support to participate safely and fully in the OSHC Service program. Effective management of these conditions relies on strong collaboration between families, medical professionals, and educators. Under the National Regulations (Reg. 90, 91, 92, 162, 168), services are required to have policies and procedures in place for medical conditions and ensure that all staff are informed and trained in their implementation. These include:

- Ensuring children do not attend without prescribed medication and a current medical management plan.
- Developing risk minimisation and communication plans in consultation with families.
- Training educators to respond appropriately to medical emergencies.

- Supporting children's inclusion in all aspects of the program while prioritising their safety and wellbeing.

This policy reflects our commitment to creating a safe environment where every child, regardless of their medical needs, can thrive, learn, and participate fully in the OSHC community.

### Legislative Requirements and links to the National Quality Framework

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazard
S. 172	Failure to display prescribed information
S. 174	Offence to fail to notify certain circumstances to Regulatory Authority
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record
89	First aid kits
90	Medical Conditions Policy
90 (1)(iv)	Medical Conditions Communication Plan
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	Administration of medication
136	First Aid qualifications
162 (c & (d)	Health information to be kept in enrolment record (c) details of any – (i) specific healthcare needs of the child, including any medical condition; and (ii) allergies, including whether the child has been diagnosed as at risk of anaphylaxis (d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in paragraph (c).
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
173 (2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
175	Prescribed information to be notified to Regulatory Authority

### Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	<a href="#">ACECQA</a>
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	<a href="#">Education and Care Services National Regulations (2011 SI 653) - NSW Legislation</a>
Approved first aid qualifications	A qualification that includes training in the matters set out below, that relates to and is appropriate to children, and has been approved by ACECQA and published on the list of ACECQA’s approved first aid qualifications and training. Matters are likely to include: emergency life support and cardio- pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	<a href="#">Education and Care Services National Regulations (2011 SI 653) - NSW Legislation</a>

Communication plan	A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.	<a href="#">Dealing with medical conditions in children</a>
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).	<a href="#">Education and Care Services National Regulations (2011 SI 653) - NSW Legislation</a>
Medical condition	This may be described as a condition that has been diagnosed by a registered medical practitioner.	<a href="#">Education and Care Services National Regulations (2011 SI 653) - NSW Legislation</a>
Medical management plan	A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child.	<a href="#">Guide-to-the-NQF-March-2023.pdf</a>
Risk minimisation plan	A document prepared by service staff for a child, in consultation with the child's parents, setting out means of managing and minimising risks relating to the child's specific health care need, allergy or other relevant medical condition.	<a href="#">Guide-to-the-NQF-March-2023.pdf</a>

## **Resources**

[ASCIA anaphylaxis e-training for schools and early childhood education/care](#)

[ASCIA plans for Anaphylaxis](#)

[Coeliac Australia](#)

[Cystic Fibrosis Australia](#)

[Diabetes Australia](#)



[Epilepsy Foundation](#)

[National Asthma Australia](#)

[National Allergy Strategy](#)

## **Principles that inform the policy**

Our OSHC Service is committed to supporting children with diagnosed health care needs, allergies, or medical conditions in a safe, inclusive, and respectful environment. We will engage educators, families, and children in regular discussions about medical conditions, health, and wellbeing as part of our curriculum. We maintain strict confidentiality and privacy procedures when managing health information. Before a child commences care, all required medical management, risk minimisation, and communication plans must be in place to protect the



child's health, safety, and wellbeing. All educators, staff, and volunteers must follow a child's individual medical management plan in the event of an incident.

*The Approved Provider / Nominated Supervisor / Management Will Ensure:*

- Compliance with the Education and Care Services National Law and National Regulations.
- All educators, staff, students, and volunteers are informed of and adhere to this policy and related policies (Asthma, Anaphylaxis, Diabetes, Administration of Medication).
- Enrolment forms are reviewed to identify medical needs; existing records are reviewed annually with families to confirm accuracy.
- Families receive copies of relevant medical condition policies at enrolment, with records saved to the child's file.
- Children are not enrolled or allowed to attend without a medical management plan and prescribed medication (e.g., inhalers, adrenaline auto-injectors, insulin).
- All medication is clearly labelled with the child's name and prescribed dosage.
- Educators understand each child's individual health requirements, whether ongoing or short term.
- Induction and ongoing training is provided, including annual ASCIA anaphylaxis e-training (best practice).
- At least one first aid-qualified educator (with asthma and anaphylaxis training) is always present and available immediately in an emergency.
- A communication plan is developed with families to ensure clear, ongoing communication.
- Risk minimisation and communication plans are completed before the child starts care and reviewed annually or as changes occur.
- Copies of medical management plans are securely displayed for staff access, with parent consent.
- Emergency procedures, safe storage and administration of medication, and accurate medication records are followed at all times.
- Confidentiality is maintained, with information only shared with consent or where legally required.
- Serious incidents are reported to the Regulatory Authority within 24 hours (Reg. 12).

- Practices are reviewed following any medical emergency.

#### *Educators Will:*



- Follow all medical and health-related policies and procedures.
- Adhere to medical management, risk minimisation, and communication plans at all times.
- Ensure medication is stored and administered according to policy, with two educators present when medication is given.
- Take medication and medical plans on excursions and evacuations.
- Respond promptly to symptoms of illness, contacting families as soon as possible.
- Participate in training and reviews of risk assessments.
- Maintain current first aid, asthma, and anaphylaxis training.
- Undertake specialised training if required for a child's specific condition.

#### *Families Will:*

- Provide full details of their child's health needs, allergies, medical conditions, and required medication on enrolment.
- Supply a current medical management plan (e.g., ASCIA Action Plan, Diabetes Management Plan) prior to commencement.
- Work with the Service to develop risk minimisation and communication plans.
- Provide prescribed medication in adequate supply, clearly labelled, and in date.
- Notify the Service of any changes to their child's condition or plan in writing (form, email, or meeting).
- Authorise display of medical management plans within the Service.
- Advise if short-term medications are being taken and whether self-administration is required (only permitted for children over preschool age with written consent).

#### *Management of Asthma, anaphylaxis and diabetes*

Our OSHC Service follows individual management and action plans for children diagnosed with asthma, anaphylaxis, or diabetes. These plans are developed in consultation with families and medical practitioners and outline clear steps for prevention, daily management, and emergency response. Educators are trained in the administration of emergency medication



(such as inhalers, adrenaline auto-injectors, or insulin) and in recognising early warning signs. Medication and action plans are accessible at all times, including during excursions and evacuations. Regular training, risk minimisation strategies, and communication with families ensure children with these conditions are included safely in all aspects of the program.

### *Self-Administration of Medication*

Children over preschool age may self-administer medication only if:

- Parents provide written authorisation;
- Medication is securely stored by an educator;
- An educator supervises administration;
- Accurate records are kept of each dose.

### *Medical Management Plans Must Include:*

- Diagnosis and specific health needs
- Photo of the child
- Prescribed medication and dosage
- Triggers and emergency response steps
- When to call an ambulance
- Medical practitioner's details
- Review date

Plans will be updated immediately if there is any changes or annually and will be displayed securely for staff access.

### *Risk Minimisation Plan*

Developed with families to:

- Identify and reduce risks related to the child's condition.
- Ensure safe food handling and allergen management.
- Ensure staff can identify the child, their plan, and medication.
- Confirm a child does not attend without prescribed medication.
- Review at least annually or when the medical management plan changes.

- Include communication with families before special activities (excursions, celebrations).

#### *Communication Plan*

Ensures:

- All educators, staff, students, and volunteers are informed of relevant medical management and risk minimisation plans.
- Families can update the Service about changes using a communication book, email, or formal notification form.

Parents are required to notify the Service if any changes are to occur to the medical management plan or risk minimisation plan through email, the communication plan and/or meetings with the nominated supervisor. At all times, families who have a child attending the OSHC Service who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans.

#### *Cooks and Food Handlers Will:*

- Complete training on food allergy management.
- Follow strict procedures for safe food handling, preparation, and service.
- Implement any changes to medical or risk minimisation plans immediately.

#### *Following an Incident, Educators Will:*

- Follow the child's medical management plan (Reg. 90).
- Administer first aid immediately.
- Call emergency services (000) if the child does not respond.
- Contact families as soon as possible.
- Complete incident records and notify the Regulatory Authority within 24 hours if serious.
- Review practices to identify improvements.

## Induction and Ongoing training

All new educators, staff, students, and volunteers will participate in a structured induction program before commencing duties. The induction will include:

- An overview of the OSHC Service policies and procedures relating to medical conditions, administration of medication, infectious diseases, health, and safety.
- Identification of children with diagnosed health care needs, allergies, or medical conditions, including their medical management, risk minimisation, and communication plans.
- Information on the storage and location of emergency medication (e.g., asthma inhalers, adrenaline auto-injectors, insulin) and procedures for administration.
- Training in recognising signs and symptoms of asthma, anaphylaxis, diabetes-related emergencies, and other relevant conditions.
- Guidance on emergency response procedures, including when to call an ambulance and how to implement a child's individual medical management plan.
- Introduction to recordkeeping procedures, including Administration of Medication Records and Incident, Injury, Trauma and Illness Records.
- Awareness of confidentiality and privacy requirements when managing children's health information.
- Shadowing/mentoring with experienced staff for practical orientation.

All new staff must read and acknowledge this Medical Conditions Policy and related health policies as part of their induction.

### *Ongoing Training*

The OSHC Service is committed to ensuring all staff remain confident and competent in managing medical conditions through:

- Annual training and refreshers in:
  - First Aid
  - Emergency Asthma Management
  - Emergency Anaphylaxis Management (as required by ACECQA).
- Access to ASCIA anaphylaxis e-training and updated asthma and diabetes management resources (best practice).

- Regular policy reviews and discussions at staff meetings to ensure educators remain familiar with medical procedures.
- Scenario-based training and role play to rehearse responses to medical emergencies (e.g., mock anaphylaxis or asthma attacks).
- Professional development opportunities relating to children's health, wellbeing, and inclusion.
- Updates provided to staff whenever a child's medical management or risk minimisation plan changes.
- Debriefing and reflective practice following any incident to identify improvements and strengthen future responses.

#### *Recordkeeping of Training*

- Copies of staff training certificates will be maintained in individual personnel files.
- A staff immunisation and training register will be updated and monitored to ensure compliance.
- Staff are responsible for maintaining their qualifications and notifying the nominated supervisor of updates.

#### **Monitoring Evaluation and Review**

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our Dealing with Medical Conditions Policy remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

## Links to other policies/ resources

Related Polices	Child Care Centre Desktop Polices
Acceptance and Refusal of Authorisations Policy Administration of first aid Policy Emergency and Evacuation Policy Excursions and incursions Policy Family Communication Policy Food, Nutrition and Beverages Policy Incident, Injury, Trauma and Illness Policy Providing a Child Safe Environment Policy Supervision Policy	Administration of Medication Procedure Administration of Medication Form Authorisation to Display Medical Management Plan Managing a Medical Condition Procedure Medical Communication Plan

## Sources

- Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- Australian Children’s Education & Care Quality Authority (ACECQA). 2021. [Policy and Procedure Guidelines. Dealing with Medicals in Children Policy Guidelines.](#)
- Australian society of clinical immunology and allergy. ASCIA. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations.](#) (Amended 2023).
- Federal Register of Legislation *Privacy Act 1988*.
- National Health and Medical Research Council. (2024). [Staying Healthy: preventing infectious diseases in early](#)
- [childhood education and care services \(6th Ed.\).](#) NHMRC. Canberra.
- *Occupational Health and Safety Act 2004.*

Record of services’ compliance (Reg 167)

**Date Created:** February 2015

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**Childcare Centre Desktop Policy Update:** June 2025

**This Policy Follows ACEQA:** [Dealing with medical conditions in children](#)