

Dealing with Medical Conditions Policy

Policy Statement

Our service will work closely with children, families and, where relevant, schools and other health professionals, to manage conditions of children attending the service. We will support children with medical conditions to participate fully in the day to day service program so that their sense of wellbeing, connectedness and belonging to the service is promoted (*My Time, Our Place* 1.2, 3.1).

Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and their family's confidentiality (*My Time, Our Place* 1.4).

The 'Medical Conditions' policy will be provided to parents who identify that their child has a medical condition and a medical plan will be completed for each child with a medical condition.

Links Education and Care Centres National Regulations 2011, National Quality Standard 2018

Regulations

- 85- Incident, injury, trauma and illness policies and procedures
 - 86- Notification to parents of incident, injury, trauma and illness
 - 87- Incident, injury, trauma and illness record
 - 89- First aid kits
 - 90- Medical conditions policy
 - 91- Medical conditions policy 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
 - 136- First aid qualifications
 - 246- Anaphylaxis training
 - 247- Asthma management training
- Quality Area 2- Children's Health and Safety (2018)

Disability Discrimination Act 1975

NSW Anti-discrimination Act 1977

Work Health and Safety Act 2012

Individual medical management plans and related resources

Procedure

- At enrolment, parents are required to complete an enrolment form for their child. The form includes provision for parents to detail any medical conditions or specific health care needs their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy). In addition, the Nominated Supervisor purposefully directs parents' attention to this section of the enrolment form, and stresses the need for accurate and complete information for the Centre to effectively meet the child's medical needs. Refer to the Centre's [Enrolment and Orientation Policy](#).
- Parents are asked to provide the Centre with any Medical Management Plan from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Centre to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- The centre will use the information from the action plan to develop a risk minimisation plan and a communication plan in consultation with parents and relevant health professionals if required.
- Content of the risk minimisation plan will include:-

- Identification of any risks to the child and how this will be minimised during the child's attendance at the service.
 - Identification of any practices or procedures that need adjustment at the service to minimise risk. e.g. menu items, the environment, curriculum activities, going on excursions
 - Process and time line for orientation procedures for staff.
- The communication plan will contain:-
 - Methods for communication between parents and educators regarding any changes to the child's medical management plan and to obtain updates.
- The medical management plan will be followed in the event of any incident related to the child's specific health care needs, allergy or relevant medical condition (in accordance with regulation 90).
 - All educators including volunteers and administrative support staff will be informed of any specific medical conditions affecting children. They will be informed of the location of medical management plans, the storage of medication and the location of first aid kits.
 - In some cases, specific training may be provided to educators to ensure that they are able to implement effectively the medical management plan.
 - Where a child has an allergy, the parents will be asked to supply an appropriately coloured management plan completed by a medical practitioner.
 - Where possible, the service will endeavour to ensure that the allergen is not present at the service. This may include the exclusion of food items, animals, resource materials etc.
 - Details of all medical conditions/management plans, including food allergies, will be clearly displayed in the kitchen area, out of sight of general visitors and children. It is deemed to be the responsibility of all educators at the service to regularly read and refer to the list/plans.
 - All epipens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the Centre's [Administration of Medication Policy](#).
 - All relief staff will be shown the list/plans and their responsibilities in this regard explained to them. They will be advised which senior educators to seek help from in the case of an emergency.
 - Where a child has a life threatening food allergy and the service provides food, the service will not serve the particular food allergen in the service.
 - Families providing food for their children at the service will be asked not to provide their child with the particular food allergen.
 - Parents of children with a food allergy may be required to supply the child's food. (e.g. soy milk, gluten free bread)
 - Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods) the child with the food allergy will be seated away from the allergen during meal times and all children will wash their hands before and after eating.
 - If a child is at risk of anaphylaxis than a notice will be displayed on the noticeboard to ensure families are aware that there is a child enrolled at the centre with a severe allergy.

- All families with a child identified as having a medical condition will be provided with the medical conditions policy.
- The Centre maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its [Staff Summary Sheet](#). The required number of educators with these qualifications and positioned near children meet regulatory requirements at all times, including on excursions.
- Health and safety are regular items on team meeting agendas. The topics of common allergies and medical conditions experienced by young children and how to identify and respond to them are regularly discussed during these meetings.

Comments:

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