Medical Conditions Policy

To support children's wellbeing and manage precise health requirements, our Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are developed and implemented.

National Quality Standard (NQS)

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 Regulations

Children (Education and Care Services) National Law NSW	
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	Self-administration of medication

RELATED POLICIES

Incident, Illness, Accident and Trauma Policy
Privacy & Confidentiality Policy
Family Communication Policy
Administration of Medication Policy
Asthma Management Policy
Anaphylaxis Management Policy
Supervision Policy
Work Health and Safety Policy

PURPOSE

We aim to efficiently respond to and manage medical conditions at the Service ensuring the safety and wellbeing of children, staff, families and visitors.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

Our Service is committed to adhering to privacy and confidentiality procedures when dealing with individual health and medical requirements. There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy or medical condition is enrolled at the service. Key procedures and strategies must be in place prior to the child commencing at the Service to ensure their individual health and safety.

The Approved Provider/Management will ensure:

- Educators and Staff have a clear understanding of children's individual medical conditions.
- Communication between families and Educators is on going and effective.
- Educators receive appropriate training in managing specific medical conditions.
- There is an Educator in attendance at all times with a current accredited first aid and CPR emergency asthma, and emergency anaphylaxis certificate.
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Families provide required information on their child's medical condition, including
    - Medical requirements
    - Allergies
    - Medical Practitioner contact details
    - Medical Management Plan
- A Medical Management Plan/Risk Minimisation Plan has been developed in consultation with families and the child's medical practitioner.
- Educators have access to emergency contact information for the child.
- Casual Staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the Service's procedures for dealing with emergencies involving allergies and anaphylaxis.
- A copy of the child's medical management plan is visibly displayed in an area not generally available to families and known to staff in the Service.
- A child is not enrolled at, nor will attend the Service without a Medical Management Plan and prescribed medication by their medical practioner. In particular, medication that is life threating such as asthma inhalers, adrenaline auto injection devices and Insulin.
- **In the event that a child suffers from reaction, incident, situation or event related to a medical condition the Service and staff will:**
    - Follow the child's Emergency Medical/Action Plan.
    - Call an ambulance immediately by dialing 000
    - Commence first aid measures/monitoring
    - Contact the parent/guardian when practicable but as soon as possible
    - Contact the emergency contact if the parents or guardian can't be contacted when practicable but as soon as possible.
    - Notify the regulatory authority (within 24 hours)

Families will ensure

- They provide management with information about their child's health needs, allergies, medical conditions and medication requirements on the enrolment form and through verbal communication/meetings.
- The Service enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They notify the Service if any changes are to occur to the Medical Management Plan.
- They provide the required medication and complete the long-term medication record.
- They provide an updated copy of the child's Medical Management Plan every 6 months or evidence from a Medical Practitioner to confirm the plan remains unchanged.

Medical Management Plan

- Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should:
    - have supporting documentation if appropriate
    - include a photo of the child
    - if relevant, state what triggers the allergy or medical condition
    - include first aid that may be required
    - Include contact details of the doctor who signed the plan
    - state when the plan should be reviewed
- A copy of the Medical Management Plan will be displayed for Educators and Staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the Service.
- The Service must ensure the medical management plan remains current and up to date all times.

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 minimized.
2. That practices and procedures in relation to the safe handling, preparation, serving and consumption and service of food are developed and implemented.
3. 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 are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication.
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) are reviewed at least annually and/or revised with each change in the Medical Management Plan in conjunction with parents/guardians.
7. All relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day.

8. Any special activities taking place such as celebrations, sporting events and excursions have a plan to maintain safe inclusion of children.

9. Appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the Control of Infectious Diseases Policy.

10. Risk minimisation plans are reviewed in collaboration with families every 6 months.

Communication Plan

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

1. All relevant staff members and volunteers are informed about the medical conditions policy and the Individual Health Management Plan and Risk Minimisation Plan for the child; and

2. An individual child communication book is created so that a parent can communicate any changes to the Individual Health Management Plan and Risk Management Plan for the child.

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.

Source

- Education and Care Services National Regulation
- National Quality Standard
- Occupational Health and Safety Act
- Revised National Quality Standard

Review

Policy Reviewed	Modifications	Next Review Date
June 2017 Aug 2017	Minor changes made to policy and terminology to ensure best practice Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.	June 2018
October 2017	Updated the references to comply with the revised National Quality Standard	June 2018
January 2020	Included the 'Related Policies' section and minor adjustments made to terminology.	January 2021