

	Dealing with Medical Conditions Policy & Procedures
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Authorisation	General Manager
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Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

POLICY

Evolve Early Learning and Kindergarten supports and welcomes the enrolments of all children and their families into our service with medical conditions.

This policy should be read in conjunction with Policies:

- Asthma
- Anaphylaxis
- Diabetes
- Epilepsy
- Medication

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

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

2.1.2 Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented

2.2 Safety - Each child is protected

Education and Care National Regulations:

- Medical conditions policy (National Regulations 90)
- Medical Conditions Communication Plan (National Regulations 90(1)(iv))
- Medical conditions policy to be provided to parents (National Regulations 91)
- Medication record (National Regulations 92)
- Administration of medication (National Regulations 93)
- Exception to authorisation requirement – anaphylaxis or asthma emergency (National Regulations 94)
- Procedure for administration of medication (National Regulations 95)

Self-Administration of Medication:

Evolve Early Learning and Kindergarten will allow children to self-administer medication. Staff will consider their duty of care when determining when a child can do so. Written permission must be provided by the child's Parent/Guardian. There must be details provided from the child's medical specialist medical practitioner. The administration will be directly supervised by an educator at all times. A medication form will be filled out following normal procedure.

The Approved Provider, Nominated Supervisor, Responsible Person is responsible for:

- Ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- Developing and implementing a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation
- Ensuring relevant educators/staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs
- Ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the service
- Ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- Ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service
- Ensuring that a medical risk minimisation plan is completed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- Ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies
- Ensuring that the emergency contact numbers is displayed near all telephones
- Identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the Approved Provider, that educators/staff access appropriate training
- Ensuring food preparation, food service and 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
- Ensuring a copy of the child's medical management plan is visible and known to staff in the service. prior to displaying the medical management plan, the

centre manager must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent

- Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service
- Maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service

Educators and other staff are responsible for:

- Ensuring that children do not swap or share food, food utensils or food containers
- Communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the service is current
- Being aware of individual requirements of children with specific medical conditions
- Administering medications as required, in accordance with the medication policy and procedure
- Monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor
- Adequately supervising all children, including those with specific medical conditions
- Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- Informing the Nominated Supervisor/Responsible Person of any issues that impact on the implementation of this policy.

Parents/guardians are responsible for:

- Informing the service of their child's medical conditions, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition
- Developing a risk minimisation plan with the centre administration staff
- Providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition.
- This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs
- Meeting the cost of training staff to perform specific medical procedures as relevant to their child, as required
- Notifying the administration staff of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- Informing the administration staff of any issues that impact on the implementation of this policy by the service Sources

DEALING WITH MEDICAL CONDITIONS IN CHILDREN PROCEDURE

Purpose

This procedure provides a process to:

- Support the health, wellbeing and inclusion of all children enrolled at Evolve Early Learning and Kindergarten
- Ensure service practices support the enrolment of children and families with specific health care requirements.

Procedure

- Educators are required to hold a current approved First Aid certificate, Anaphylaxis management certificate and Asthma management certificate (where required by National Law and Regulations).
- Once a child has been diagnosed with a Medical Condition, the parent/guardian is required to provide a current Medical Management Plan, including a current photograph of the child, prior to the child accessing care.
- All staff, educators and volunteers are to follow the processes outlined in the Medical Management Plan.
- The Medical Management Plan, or a description of its location, is required to be displayed at the service.
- Prior to accessing the service, the staff/educators are to develop a Risk Minimisation Plan in consultation with the parent/guardian, which includes the identified risk, identifies the child, their Medical Management Plan and the location of their medication.
- Educators are to ensure that the child does not attend the service without the medication prescribed by the child's medical practitioner.
- A Communication Plan in place that ensures all relevant staff, educators and volunteers are informed about the Medical Conditions policy, Medical Management Plan, Risk Minimisation Plan, and how the parent can communicate any changes to the Medical Management Plan and Risk Minimisation Plan for their child.
- All medication administered needs to be documented as per the *Administering Medication Policy*.

In terms of Risk Minimisation Plans:

- The parent/guardian will be required to complete the Evolve Early Learning & Kindergarten Risk Minimisation Plan for each child in the service who has been diagnosed with a specific medical condition. This plan is to be used in conjunction with the Medical Management Plan or Action Plan.
- Prior to accessing the service, educators are to develop a Risk Minimisation Plan in consultation with the parent/guardian, which includes the identified risks, identifies the child, their diagnosed medical condition Action Plan and the location of their medication.
- Educators are to ensure that the child does not attend the service without the medication prescribed by the child's medical practitioner. In the event that the

service is required to administer prescribed medication, the parent/guardian will be responsible for a new replacement.

In terms of Communication Plan:

- Provide access to the *Dealing with Medical Conditions Policy* to all parents/guardians
- At enrolment identify whether or not the child has been diagnosed with a specific medical condition
- In consultation with the parent/guardian develop a Risk Minimisation Plan
- Obtain a Medical Management Action Plan from the parent/guardian that has been prepared and signed by the child's medical practitioner
- Attach a current photograph of the child provided by the parent to the Medical Management Action Plan
- The staff member enrolling the child will identify the child's specific medical condition to the appropriate educators
- Provide a copy of the Risk Minimisation Plan and Medical Management Action Plan to the educators
- Educators will display the Medical Management Action Plans
- Educators will communicate to all other families in care the Allergen triggers
- Educators will identify any child's specific medical condition to any staff, students, volunteers or visiting early childhood professionals and communicate the child's Medical Management Action Plan and identify where the medication, if required, is located
- The parents/guardian and educators are required to communicate any changes with each other. The Medical Management Action Plan and Risk Minimisation Plan need to be updated each time a change occurs and a copy is to be provided to the person in charge at the service.
- The coordinator must notify Department of Education & Training (DET) as soon as practicable and no later than 24 hours if emergency services have been called after the serious incident, injury, trauma or onset of illness takes place.

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page

Related service policies:

Administration of First Aid Policy

Administration of Medication Policy

Anaphylaxis Policy

Asthma Policy

Dealing with Infectious Diseases Policy

Diabetes Policy

Epilepsy Policy

Incident, Injury, Trauma and Illness Policy

Privacy and Confidentiality Policy

Supervision of Children Policy.

Inclusion and Equity Policy