



## 2.03 Medical Conditions Policy

### POLICY STATEMENT

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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.

### AIM

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

### STANDARDS AND PROCEDURES

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Our service is committed to adhering to privacy and confidential procedures when dealing with individual health 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 requirements 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 about children's individual medical conditions.
- Communication between families and educators is ongoing 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 training for specific medical conditions.
- 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
  - Medication
  - Allergies
  - Medical Practitioner contact details
  - Medical Management Plan
- A Medical Management Plan has been developed in consultation with families and the child's medical practitioner before commencement at the centre.
- Educators have 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. This is cover in the induction before they commence work at the service.
- A copy of the child's medical management plan displayed in a folder next to the rooms food allergies, intolerance and medical conditions table and known to all staff in the service.

- A child is not enrolled at the service without a Medical Management Plan and prescribed medication by their medical practitioner. In particular, medication that is life threatening 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 (within 24 hours)
  - Contact the emergency contact if the parents or guardian can't be contacted when practicable (within 24 hours)
  - 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 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 12 months and review the plan quarterly to ensure no changes need to be made.

#### 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 needed
  - 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.
- 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, this is attached to the Medical Management Plan. A meeting will be arranged with the parents/guardian as soon as the service has been advised of the medical condition, before the child commences. 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 minimised
2. That practices and procedures in relation to the safe handling, preparation and consumption and service of food are developed and implemented
3. To ensure 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 ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
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) in conjunction with parents/guardians will be reviewed annually and/or will be revised with each change in the Medical Management Plan
7. Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day
8. Educators will notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
9. Educators will ensure appropriate hygiene practices are followed when managing medical conditions in line with the Control of Infectious Diseases Policy
10. Risk minimisation plans will be reviewed in collaboration with families every 12 months

### Communication Plan

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

- 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

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.

## EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

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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

## SOURCE LIST

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This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Occupational Health and Safety Act and Regulations](#)

## RELATED POLICIES

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2.01 Acceptance and refusal Authorisation Policy  
2.04 Incident, Illness, Accident and Trauma Policy  
2.11 Emergency Evacuation Policy  
2.19 Work Health Safety Policy  
6.02 Family Communication Policy  
7.07 Record Keeping and Retention of Records Policy

## POLICY REVIEW

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The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
May 2018	Yes	No	Updated the references to comply with the revised National Quality Standard	March 2019