



Dealing with Medical Conditions

Date adopted:

Date last reviewed:
July 2023

Reviewed by:
Board of Management.

Date of next review:
July 2025

Policy context:

This policy relates to:

National Quality Standards.	Quality Area 2 Children's Health and Safety 2.1.2 <i>Health practices and procedures</i> Effective illness and injury management and hygiene practices are promoted and implemented
Legislation/Act.	Education and Care Services National Regulations 90 Medical conditions policy 91 Medical conditions policy to be provided to parents 162 Health information to be kept in enrolment record

Documents related to this policy

Related policies	
Forms or other organisational documents	Risk Minimisation Plan Communication Plan
References	National Asthma Council www.nationalasthma.org.au Asthma Australia: www.asthmaaustralia.org.au Australasian Society of Clinical Immunology and Allergy: www.allergy.org.au Diabetes Australia: www.diabetesaustralia.org.au Guide to the National Law and National Regulation ACECQA Anaphylaxis Australia – www.allergyfacts.org.au Education and Care Services National Regulation 2011

Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.	Responsibility for review: The Board of Management.
Where appropriate staff will be part of the review process.	
Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.	

Purpose

Clear procedures are required to support the health, wellbeing and inclusion of all children enrolled at the service.

Our service practices support the enrolment of children and families with specific health care requirements. Medical conditions include, but are not limited to asthma, allergies, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases, if not managed appropriately, these can be life threatening.

Rationale

- Children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.

- Families can expect that Educators will act in the best interests of the children in their care at all times; meet the children's individual health care needs; maintain continuity of medication for their children when the need arise.
- Educators feel competent to perform their duties; understand their liabilities and duty of care requirements; are provided with sufficient information and training regarding the administration of medication and other appropriate treatments.
- Collaboration with families of children with diagnosed medical conditions to develop a Risk Minimisation Plan for their child;
- All staff, including casual staff, educators and volunteers, are informed of all children diagnosed with a medical condition and the risk minimisation procedures for these;
- All families are provided with current information about identified medical conditions of children enrolled at the service with strategies to support the implementation of the Risk Minimisation Plan;
- All children with diagnosed medical conditions have a current Risk Minimisation Plan that is accessible to all staff;
- All staff are adequately trained in the administration of emergency medication.
- Ensure any child with allergies is provided with an environment that is safe and allows them to participate in the daily routine of the service without risk of being exposed to traces of their allergens.

Procedure

Enrolment

- On application for enrolment families will be required to complete full details about their child's medical needs. We will assess whether Educators are appropriately trained to manage the child's special health needs at that time.
- Where children require medication or have special medical needs for long term conditions or complaints, the child's doctor or allied health professional and parent/guardian must complete a Medical Management Plan. Such a plan will detail the child's special health support needs including administration of medication and other actions required to manage the child's condition.
- The Nominated Supervisor will also consult with the child's family to develop a Risk Minimisation Plan. This plan will assess the risks relating to the child's specific health care needs, allergy or medical condition; any requirements for safe handling, preparation and consumption of food; notification procedures that inform other families about allergens that pose a risk; procedures for ensuring educators/students/volunteers can identify the child, their medication.
- Children with specific medical needs must be reassessed in regard to the child's needs and our service's continuing ability to manage the child's special needs, on a regular basis, depending on the specific child's medical condition.
- If a child's medical, physical, emotional or cognitive state changes the family will need to complete a new Medical Management Plan and our service will re-assess its ability to care for the child, including whether educators are appropriately trained to manage the child's ongoing special needs.

Administration of Prescribed Medication

Prescribed medication, authorised medication and medical procedures can only be administered to a child:

- with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
- with two educators in attendance. One educator will be responsible for the administration and the other educator will witness the procedure.
- if the prescribed medication is in its original container bearing the child's name, dose and frequency of administration.

Medical Management Plans

Medical Management Plans are required if a child enrolled at our service has a specific health care need, allergy or relevant medical condition. This involves:

- requiring a parent of the child to provide a medical management plan for the child. The medical management plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs
- requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

Due to the nature of children's rapid growth and development in the early years Medical Management Plans are recommended to be reviewed by the child's doctor or allied health professional every 12 months, however do not usually expire.

Risk Minimisation Plans

Risk Minimisation Plans are required to be developed in consultation with the parents of a child:

- to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.
- if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.
- to ensure that practices and procedures 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.
- if relevant, to ensure that practices and procedures ensuring 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 care need, allergy or relevant medical condition are developed and implemented.

Communication Plans

Our service will maintain the review and development of communication plans to ensure that:

- Relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and Risk Minimisation Plan for the child.
- A child's parent can communicate any changes to the medical management plan and Risk Minimisation Plan for the child, setting out how that communication can occur.

Asthma

- Whenever a child with asthma is enrolled at our service, or newly diagnosed as having a asthma, communication strategies will be developed to inform all relevant Educators, including students and volunteers, of:
 - the child's name, and room they are educated and cared for (in the child's Risk Minimisation Plan)
 - where the child's Medical Management Plan will be located
 - where the child's preventer/reliever medication etc. will be stored
 - which Educators will be responsible for administering treatment.
- Asthma reliever medications will be stored out of reach of children, in an easily accessible central location.

- Reliever medications together with a spacer will be included in our service's evacuation packs along with a First Aid kit in case of an emergency situation where a child does not have their own reliever medication with them.
- Educators who will be responsible for administering asthma reliever medication to children diagnosed with asthma in their care, will attend or have attended Asthma training in Emergency Asthma Management. It is a requirement that at least one Educator or other person that is trained in Emergency Asthma Management is at the service at all times children are present.
- Asthma Australia produces recommended guidelines on asthma management within the child care setting, including an Asthma First Aid Plan.
- A communication plan will be developed with parents/guardians to ensure any changes to a child's health care needs are discussed and the health care plan updated as required.

Asthma Emergencies

In the case of an asthma emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible

The National Asthma Council (NAC), recommends that should a child not known to have asthma appear to be in severe respiratory distress, the Asthma First Aid plan should be followed immediately. The following steps are recommended:

- If someone collapses and appears to have difficulty breathing, call an ambulance immediately, whether or not the person is known to have asthma; Give 4 puffs of a reliever medication and repeat if no improvement;
- Keep giving 4 puffs every 4 minutes until the ambulance arrives;
- No harm is likely to result from giving reliever medication to someone who does not have asthma;

Allergy/Anaphylaxis

- Whenever a child with severe allergies is enrolled at our service, or is newly diagnosed as having a severe allergy, a communications plan will be developed to inform all relevant educators, including students and volunteers, of:
 - the child's name and room they are educated and cared for in; of the child's Risk Minimisation Plan;
 - where the child's Medical Management Plan will be located;
 - where the child's adrenaline auto-injector is located; and
 - which educators/staff will be responsible for administering the adrenaline auto-injector.
- In accordance with the Education and Care Services National Regulations, our service will advise families that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the education and care service. Notices will be posted in the foyer, and on the wall of the classrooms. The notice will advise which foods are allergens and therefore not to be brought to the service.
- It is required that the child at risk of anaphylaxis will have a Medical Management Plan. (The Australian Society for Clinical Immunology and Allergy (ASCIA) has a plan format). Educators will become familiar with the child's plan and also develop an Individual Anaphylaxis Risk Minimisation Plan for the child in consultation with the child's parents/guardians and appropriate health professionals.
- A communication plan will be developed with parents/guardians to ensure any changes to a child's health care needs are discussed and the health care plan updated as required.

Storage of EpiPen (Adrenalin Intramuscular Auto Injector)

- Have at least one EpiPen (supplied by family) that stays on the premises in a safe but unlocked location, preferably in the same room as the child.
- Check expiration dates of the EpiPen periodically.
- Administer only to the child whose name appears on the Chemist provided label.

Anaphylaxis Emergencies

- In the case of an anaphylaxis emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible.
- For anaphylaxis emergencies, educators will follow the child's Emergency Action Plan. If a child does not have an adrenaline auto-injector and appears to be having a reaction, the educator will only administer adrenaline if the service has an additional adrenaline auto-injector for general use. Staff administering the adrenaline will follow the instructions stored with the device. An ambulance will always be called. The used auto-injector will be given to ambulance officers on their arrival. Another child's adrenaline auto-injector will NOT be used.

Emergency Action Plan

Alert others that the child is possibly experiencing an allergic reaction and follow the child's individual Action Plan.

Minor Symptoms

- Check to see if the child has had any new or suspicious foods, or, if the child is old enough, ask if any food ingested bothered him/her.
- Contact parents/primary caregiver or emergency contacts.
- Observe the child for any new symptoms developing or if the reaction is clearly progressing.

Major Symptoms

- Commence first aid. Follow the Danger Response Airway Breathing Circulation (DRABC).
- Alert others to call for an ambulance.
- Administer the child's medication – as directed by their medical specialist.
- Contact and advise parents/primary caregivers or emergency contacts of situation

Diabetes

- Whenever a child with diabetes is enrolled at our service, or is newly diagnosed as having diabetes, a communications plan will be developed to inform all relevant educators, including students and volunteers, of:
 - the child's name and room they are educated and cared for in;
 - the child's Risk Minimisation Plan;
 - where the child's Emergency Action Plan will be located;
 - where the child's insulin/snack box etc. will be stored;
 - which educators will be responsible for administering treatment.
- Educators will be aware of the signs and symptoms of low blood sugar including the child presenting pale, hungry, sweating, weak, confused and/or aggressive. Signs and symptoms of high blood sugar include thirst, need to urinate, hot dry skin, smell of acetone on breath
- Management of diabetes in children at our service will be supported by the child having in place an Emergency Action Plan which includes:
 - Administration of Insulin, if needed - information on how to give insulin to the child, how much insulin to give, and how to store the insulin. Insulin may be delivered as a shot, an insulin pen, or via an insulin pump.
 - Oral medicine – children may be prescribed with oral medication.

- Meals and snacks – Including permission to eat a snack anytime the child needs it.
- Blood sugar testing – information on how often and when a child's blood sugar may need to be tested by educators
- Symptoms of low or high blood sugar – one child's symptoms of low or high blood sugar may be different from another. The child's Action Plan should detail the child's symptoms of low or high blood sugar and how to treat it. For high blood sugar, low blood sugar, and/or hypoglycemia, educators will follow the child's Emergency Action Plan.
- A communication plan will be developed with parents/guardians to ensure any changes to a child's health care needs are discussed and the health care plan updated as required.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> • Ensuring the development of 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 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 that a Risk Minimisation Plan is developed 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.
Nominated Supervisor	<ul style="list-style-type: none"> • Implementing this policy at the service and ensuring that all staff adhere to the policy. • Informing the Approved Provider of any issues that impact on the implementation of this policy.
Responsible Person	<ul style="list-style-type: none"> • Identifying specific training needs of staff who work with children diagnosed with a medical condition, and ensuring, that staff access appropriate training. • Ensuring children do not swap or share food, food utensils or food containers. • Ensuring food preparation, food service and relief 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. • Ensuring staff follow each child's Risk Minimisation Plan and medical management plan. • Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan. • 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 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.

**Early
Childhood
Educators**
**Certified
Supervisors**

- 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 and following their Risk Minimisation Plan and medical management plan.
- Monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor.
- Ensure that parents/guardians are contacted when concerns arise regarding a child's health and wellbeing.
- 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 nominated supervisor and/or other relevant staff members at the service.
- 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 staff in the event of an incident relating to the child's specific health care needs.

Families

Risk Minimisation Plan

Service Name: ___WOY WOY PENINSULA COMMUNITY CHILDCARE_____ Date: _____

Child's name: _____ Medical Condition: _____

Plan Prepared by: _____ (Service Director) and _____ (Parent/Family)

Known Allergens/ Triggers	Times for potential Exposure	Potential Reaction	Control Measure Strategies for minimising risk	Acceptable Risk
<i>Note: Child must not attend the Centre without prescribed Medication</i>				

Communication Plan - for a child diagnosed with a Medical Condition.

Service Name: ____WOY WOY PENINSULA COMMUNITY CHILDCARE____

Date: _____

Child's name: _____ Medical Condition: _____

Plan Prepared by: _____ (Service Director) and _____ (Parent/Family)

Purpose	Stakeholder	Content	Delivery Method Face to face conversations, telephone conversation, physical copy of document etc.	Schedule/Timing	Owner