

Relevant Legislation
Education and Care Services National Regulations
90 Medical Conditions Policy
90 (I)(V) Medical Conditions Communication Plan
91 Medical Conditions Policy to be Provided to Parents
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94 Exception to authorisation Requirement - Anaphylaxis or Asthma emergency
162 Health information to be kept in enrolment record

National Quality Standards		
Quality Area 2: Children’s Health and Safety		
2.1	Health	Each child’s health and physical activity is supported and promoted.

Policy Objective

The objective of this policy is to ensure compliance with the Education and Care Services National Regulations, 2011 (Revised 2018) and the Education and Care Services National Quality Standards (Revised 2018).

This sets out the requirements for Health and Safety policies and practices in relation to management of medical conditions of children in care.

Rationale

The service will support children’s wellbeing and manage health requirements. We are committed to adhering to privacy and confidential procedures when dealing with individual health requirements. The service will work closely with families to ensure that their Child’s individual medical needs are understood and effectively managed.

Practices

There are several concerns that must be considered when a child with a diagnosed medical condition (including Asthma, Allergies and Anaphylaxis – *refer to specific policies for more details*). Additional detailed medical information must be provided ensuring that all educators have a comprehensive understanding of the medical condition and requirements prior to the child commencing at the service.

Communication between the early learning service and parents/guardians is essential when dealing with children’s individual health requirements.

We will involve all educators, parents/guardians, and children in regular discussions about medical conditions and general health and wellbeing throughout our program. The service will adhere to privacy and confidentiality procedures when dealing with individuals health needs.

A copy of all Medical Action Plans, Medical Condition Management Plans and Individual Risk Minimisation plans will be available to all employees throughout multiple key locations in the

service. It is imperative that communication is open between parents/guardians and educators to ensure that the appropriate management of medical conditions strategies are in place.

It is imperative that all educators / employees at the service follow a child's Medical Conditions Action Plan and Medical Condition Management Plan in the event of an incident related to a child's medical condition.

Individual Medical Risk Minimisation plans must be followed every day to reduce the risk of a medical emergency occurring.

Documents Relating to Medical Conditions

Action Plan

For children with medical conditions, an Action Plan that has been developed in consultation with a medical practitioner, must be provided to the service, prior to the child commencing care. The Action Plan must be thoroughly completed and include a current photo of the child. All Action Plans must be reviewed 6-monthly, and if there are no changes in 6 months, an updated copy must be provided to the service yearly.

Medical Management Plan – *Must be completed using Bright Horizons template*

For children with medical conditions, a Medical Conditions Management Plan that has been developed in consultation with a medical practitioner must be provided to the service, prior to the child commencing care at the service. Medical Conditions Management Plans must be reviewed 6-monthly and if there are no changes in 6 months, an updated copy must be provided to the service yearly.

Individual Risk Minimisation Plan

All children with a diagnosed medical condition must have an Individual Risk Minimisation Plan that has been developed in conjunction with the parents/guardians and educators of the service to ensure:

- That all risks relating to the child's specific health care needs, allergy or medical condition are assessed and minimised
- Both the indoor and outdoor environments are assessed, and strategies are implemented to reduce the likelihood of a medical episode occurring
- Educators will ensure that appropriate health and hygiene practices are followed when managing medical conditions in line with the services [Control of Infectious Disease Policy](#)
- Individual Medical Risk Minimisation plans are reviewed in collaboration with parents/guardians every 12 months
- Educators will communicate to parents/guardians prior to any special activities, events or excursions take place to ensure that safe inclusion can be made
- Ensure that a child does not attend the service without their prescribed medication

- That practices and procedures in relation to the safe handling, preparation and consumption and service of food are developed and implemented
- Practices ensuring that all employees can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented

Communication:

A communication plan will be developed after meeting with the parents/guardians:

- At all times, families who have a child attending the service who has been diagnosed with a medical condition, will be provided a copy of this policy and any other policies relevant to their child's specific condition.
- All educators are informed about this policy, Medical Action Plans, Medical Conditions Management Plans and Individual Medical Risk Minimisation Plans
- Communication is documented to identify any changes or relevant information in relation to the child's health care needs or medical condition. This communication is to be documented on the back page of the child's Individual Medical Risk Minimisation Plan.
- A new Action Plan and Medical Condition Management Plan will be required to reflect any changes.

Service Manager / Nominated Supervisor / Responsible Person:

- Ensure that each child diagnosed with a medical condition who is enrolled in the service has all relevant documentation completed prior to commencement of care. These documents include the Medical Action Plan, Medical Conditions Management Plan and Individual Medical Risk Minimisation Plan
- Ensure that the parents/guardians provide a copy of the Medical Action Plan and Medical Conditions Management Plan that has been developed in consultation with a medical practitioner, to the service.
- Develop an Individual Medical Risk Minimisation Plan in consultation with the educators and parents/guardians of the child/children.
- Ensure that all medical conditions are recorded on the Current Service Medical Conditions Summary table.
- Ensure that new copies of the Action Plan and Medical Conditions Management Plan (completed by a Medical Practitioner) are provided if there are changes to the child's medical condition, and that the Individual Medical Risk Minimisation Plan is reviewed at the same time.
- Provide a copy of this policy and management procedure, along with any other policies relevant to their child's specific condition, to the parents/guardians of each child diagnosed with a medical condition at the service.
- Ensure that a copy of this policy and procedure is provided during each new employee's orientation process (including casuals) and reviewed yearly by all educators.

- Ensure that all educators (both permanent and casual) are aware and have a clear understanding about all children's medical conditions, can identify these children, and know the key locations where documents relating to a child's specific medical condition can be found.
- Ensure all educators are made aware of any newly diagnosed medical conditions as soon as possible, and always before they commence their next shift thereafter

It is the responsibility of the Nominated Supervisor / Service Manager to ensure that copies of documents relating to Medical Conditions will be located and available as follows:

In Classroom of Child

- Action Plan – *Laminated and placed somewhere visible to educators only*
- Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – *in plastic sleeve located below Action plan*

In Office

- Action Plan, Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – *to be located in child's enrolment file*

In Staff Room

- Action Plan, Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan - *to be located in Medical Conditions Folder in the staff room.*
- This folder is to be updated monthly from and cross checked with Qikkids, prior to the monthly team meeting, with any changes or new conditions to be discussed during the meeting.
- All Educators must sign the back of all 3 of these documents for children with Medical Conditions.
- If any new Medical Conditions arise throughout the month, a copy must be left somewhere visible for **ALL** employees to sign and acknowledge before it is placed in the Medical Conditions folder in the Staff room.

Kitchen

In addition to the locations above, children who have a food related allergy, must have.

- Action Plan – *Laminated and placed somewhere visible*
- Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – *accessible nearby*

It is the responsibility of the Nominated Supervisor / Service Manager to ensure that any changes or reviewed plans / paperwork are updated and replaced in **ALL** of these locations above and resigned by employees as required.

- Ensure a communication plan is implemented for each child with a medical condition and that any communication between the service / educators and family, is recorded on the back page of the Individual Medical Risk Minimisation Plan
- Always ensure that an educator with First Aid and CPR training is in attendance for the specific medical conditions at the service

- Ensure that families provide any prescribed medication when their child is in attendance at the service, in particular, medication that is life threatening such as asthma inhalers, adrenaline auto-injection devices (EpiPen®) and insulin
- Ensure that any medication kept at the service is within its expiry date (*checked at least monthly*) and that it is communicated to families if their child's specific medication is approaching expiry.
- Ensure that the educators accompanying children outside of the service carry the medication and a copy of the Medical Action Plan, Medical Conditions Management Plan, Individual Medical Risk Minimisation Plan for each child that has a specific medical condition
- Ensure that any newly diagnosed medical conditions are added to the Current Service Medical Conditions Summary Table
- Notify the General Manager or Operations / Education Manager of a Medical Conditions occurrence as soon as possible
- If a medical episode occurs, provide first aid assistance to child/ situation
- Follow the Timeframe Notification Schedule to notify the regulatory authority (via Head Office), providing the necessary documentation outlined the Incident/ Complaint Notification Form
- Ensure that any incident relating to a child's medical condition is recorded on the Medical Condition Incident Occurrence Table
- **In the event that a child suffered from a Medical emergency, requiring medical assistance the service educators:**
 - Follow the child's Action Plan for Medical Conditions and Medical Conditions Management Plan
 - Call an ambulance if the situation becomes life threatening by dialing 000
 - Commence first aid measures
 - Contact the parents/guardians when practicable
 - Contact the emergency contact if the parents/guardian cannot be contacted when practicable
 - If an ambulance is required, an educator is to accompany the child if the parent/guardian or emergency contact is not in attendance
 - Notify the General Manager or Operations/Education Manager as soon as practicable
 - Notify the regulatory authority within 24hours of the incident if immediate medical treatment is sought (via Head Office)
- **Following an emergency, the following will need to be carried out:**
 - All Employees involved in the situation are to complete an incident report form as per the Incident, Injury and Trauma Policy and Procedure, as well as detailed file notes
 - File a copy of the Incident Report Form with the child's enrolment file
 - Service Manager/nominated supervisor in conjunction with Educators/employees will discuss the procedures that were in place

- Service Manager/nominated supervisor in conjunction with educators/employees will discuss the exposure to the conditions and the strategies that need to be implemented and maintained to prevent any further exposure
- Complete the Incident/Complaint Notification Form, obtain the supporting documentation for reporting to the regulatory authority within 24hrs of the incident if immediate medical treatment is sought, and submit to Head Office to lodge
- If medication was administered complete the Medication Administration Consent Form, and ensure parent signs upon collection of child
- Add incident to the Medical Conditions Occurrence Record

Educators:

- Follow and understand the individual requirements for children with a medical condition
- Follow the child's Medical Action Plan and Medical Conditions Management Plan in the event of a medical episode
- Notify the Service Manager if a medical episode or incident occurs, and ensure the medical episode is recorded on the Medical Conditions Occurrence Register
- Follow the Individual Medical Risk Minimisation Plans every day
- Be familiar with the Key location of the Action Plans, Medical Condition Management Plans and Individual Medical Risk Minimisation Plans throughout the service.
- Regularly check the copy of Medical Conditions Folder located the staff room for information related to current medical condition within in the service
- Understand and sign the back of all medical condition documents in the Medical Conditions Folder located in the staff room
- Ensure they can identify the children within the service who have a current medical condition.
- Ensure that all relevant information in relation to the child's health and medical condition is communicated to parents/guardians each day and maintain effective communication with the parents/guardians on a continuous basis
- Communicate to parents/guardians prior to any special activities, events or excursions take place to ensure that safe inclusion can be made, and complete any additional Risk Assessments as necessary
- Increase supervision of a child with a medical condition on special events such as excursions, incursions, parties and family days
- Ensure that when accompanying children outside of the service that they carry the medication and a copy of the Medical Action Plan, Medical Conditions Management Plan, and Individual Medical Risk Minimisation Plan for each child that has a specific medical condition
- Ensure that appropriate health and hygiene practices are followed when managing medical conditions

- Ensure that no child who has been prescribed with a medical condition is permitted to attend the service or any program without medication for the condition in particular, medication that is life threatening such as asthma inhalers, adrenaline auto-injection devices (EpiPen®) and insulin
- Ensure that prior to administering any medication that authorization has been obtained from the parent / guardian and dosage has been checked by a second educator and recorded on the Medication Administration Consent form (*refer to the Medication Administering Policy and Procedure*)
- Ensure that no child with a medical condition commences care without first providing the relevant Action Plan and Medical Conditions Management Plan (completed by medical practitioner)
- Will assess both the indoor and outdoor environments by completing an Individual Medical Risk Minimisation Plan in conjunction with the Service Manager and parent / guardians, for any child in their room with a known medical condition
- Ensure that any medication kept on site is within expiry date and that it is communicated to parents/guardians if their child's specific medication is approaching expiry.
- If a medical episode occurs, provide first aid assistance to child / situation
- **In the event that a child suffered from a Medical emergency, requiring medical assistance the service educators:**
 - Follow the child's Action Plan for Medical Conditions and Medical Conditions Management Plan
 - Notify Service Manager
 - Call an ambulance if the situation becomes life threatening by dialing 000
 - Commence first aid measures
 - Contact the parents/guardians when practicable
 - Contact the emergency contact if the parents/guardian cannot be contacted when practicable
 - If an ambulance is required, an educator is to accompany the child if the parent/guardian or emergency contact is not in attendance
 - Notify the regulatory authority within 24hours of the incident if immediate medical treatment is sought (via Head Office)
- **Following each emergency, the following will need to be carried out:**
 - All Employees involved in the situation are to complete an Incident Report Form as per the Incident, Injury and Trauma Policy and Procedure
 - File a copy of the Incident Report Form with the child's enrolment file
 - Educators/employees will discuss the procedures that were in place
 - Service Manager/nominated supervisor in conjunction with educators/employees will discuss the exposure to the conditions and the strategies that need to be implemented and maintained to prevent any further exposure
 - If medication was administered complete the Medical Administration Consent Form and ensure parents/guardians sign upon collection of child
 - Add incident to the Medical Condition Occurrence Form

Parents / Guardians:

- Must inform the Service Manager / Educators at the service of their child's Medical Condition on commencement of enrolment or on the diagnosis of their child's condition
- Ensure that all information is completed on the service enrolment form while maintaining consistent verbal communication
- Provide the service with a copy of the Medical Action Plan and Medical Conditions Management Plan (that has been developed in consultation with a medical practitioner)
- Develop an Individual Risk Minimisation Plan in conjunction with the Service Manager /educators of the service
- Provide any prescribed medications for their child's medical condition. This medication must have label with child's name, date of birth, dosage and current expiry date
- Sign the Medication Administration Consent Form upon the collection of their child, if medication has been administered by the service throughout the day
- Consistently offer the Service Manager / Educators with up to date information regarding their child's medical condition, and communicate all relevant matters regarding their child's health
- Immediately notify Service Manager/Educators of any changes to their child's medical condition and provide a new updated Medical Action Plan and Medical Conditions Management Plan from their medical practitioner, accordingly.
- Assist the service in reviewing their child's Individual Medical Risk Minimisation Plan to reflect any changes
- Read and comply with the service's policy that no child who has been diagnosed with a medical condition is permitted to attend the service or any program without medication for the condition in particular, medication that is life threatening such as asthma inhalers, adrenaline auto-injection devices (EpiPen®) and insulin
- Understand that failure to provide up to date plans, and medication within date, may result in refusal of care by the service, until such time that these things are rectified.
- Read and understand this policy along with any other policies relevant to their child's specific condition, that has been provided to them by the service
- Liaise with educator when collecting their child at the end of day so that any important communication can be passed on.

Associated Documents

- Action Plan for Medical Conditions
- Allergic Reactions Action Plan
- Anaphylaxis Action Plan
- Asthma Action Plan
- Current Service Medical Conditions Summary
- Incident/ Complaint Notification Form
- Individual Medical Risk Minimisation Plan
- Medication Administration Consent Form
- Medical Conditions Incident Occurrence Record
- Medical Conditions Management Plan
- Medical Conditions Summary Table



Medical Conditions Policy and Procedure

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Policies

- Allergy Policy and Procedure
- Anaphylaxis Policy and Procedure
- Asthma Policy and Procedure
- Incident, Injury and Trauma Policy and Procedure
- Medication Administering Policy and Procedure

References

Education and Care Services National Regulations 2011 (Revised 2018).

National Quality Standards for Education and Care Services (Revised 2018).

Resources

The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Allergy & Anaphylaxis Australia: [http://: www.allergyfacts.org.au](http://www.allergyfacts.org.au)

Notes

Information relating to this policy is communicated throughout the Service using a variety of the following:

Newsletters, emails, Parent and Team handbooks, Team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and Service.

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Approved by: General Manager	Approved Date: March 2021	Next review date: March 2022

Notification Types and Timeframes

- ASAP - But within 24 hrs
- Within 24 hours
- Within 7 days



