

Document Name	Document Version Number	Review Date
Dealing with Medical Conditions Policy	1.0.1	April 2020
Date Adopted	Minute Number	Status
16 May 2018	4988	Revised

### Purpose

The policy is to guide the Staff, Educators and Stakeholders when making decisions about medical conditions within the service.

### Scope

Staff, Educators and Relief Educators, Educator Assistants, Volunteers and other visitors.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Educator Assistants: approved persons to provide care for no more than four hours in accordance to service policy and procedure.

Visitor: any visitor to the service with the exception of Greater Hume Children Services Staff who have completed Working with Children Checks.

Volunteer: any person who participates in the program in an unpaid capacity

### Policy Content

The service is committed to access and inclusion of all children irrespective of any special needs and medical requirements and it is understood that on some occasions it is appropriate for a child to attend child care when they are receiving medication.

It is extremely important for those facilitating the service to be well informed of any medical conditions and special requirements and knowledgeable enough to deal with pre-existing medical conditions should they arise for a child in care. The service is steadfast in gathering information from families along with plans from medical practitioners where required and in partnership make decisions such as the ability for a child to administer their own medication.

The service will:

- i. provide information and make clear guidelines for parents and guardians to ensure all children are able to participate in the service and do not pose a threat to others in spreading infectious disease.
- ii. ensure that effective hygiene practices are promoted and implemented.
- iii. ensure adequate steps are taken to control the spread of infectious diseases.
- iv. reduce and prevent as many incidents as possible and to deal with injury, trauma and illness as effectively as possible when they happen. Preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met. The service will ensure comprehensive and current knowledge about the health and special requirements of every child in the service is obtained and documented. The service will ensure every Educator and staff member is adequately equipped to deal with situations as they arise.
- v. manage medical conditions including, anaphylaxis, diabetes and asthma.
- vi. ensure a communication plan and risk minimalisation strategies are developed and implemented in consultation with parents.

- vii. where appropriate, implement practices in relation to self-administration of medication by children over preschool age.
- viii. ensure that appropriate staff and all Educators are trained in first aid, anaphylaxis and asthma recognition and appropriate treatment.
- ix. ensure that healthy eating options are promoted and food and drinks provided by Educators are nutritious and appropriate to the age and medical condition of children.
- x. ensure that physical activities are promoted and planned whilst being appropriate to the age and medical condition of children.
- xi. ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury through undertaking routine safety checks; Home, Premises or Venue Safety Audits and educating children and Educators in safety awareness.
- xii. ensure that Educators comprehensively document all medications administered to children while in childcare and ensure administration of medication is conducted in the safest and most thorough manner.
- xiii. Make available a copy of the Dealing with Medical Conditions Policy to all families of children registered with the service.
- xiv. ensure that Educators are aware that medication can be administered without authorisation in case of an anaphylaxis or asthma emergency.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Visitors to the Family Day Care Residence and Venues

Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

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Dealing with Medical Conditions Procedure  
Nutrition Food and Beverages and Dietary Requirements Procedure

### **Links to Forms**

Medical Conditions Management Plan  
Medication Record  
Incident, Injury, Trauma and Illness Record  
Emergency Instructions and Contact Numbers  
Daily Information  
Program  
Family Registration Form

### **References**

Education and Care Services National Law and Regulations

<https://www.acecqa.gov.au>

Poisons and Therapeutic Goods Act Public Health Act

<https://www.australia.gov.au/directories/australia/therapeutic-goods>

National Health and Medical Research Council: Staying Healthy in Childcare: Preventing Infectious Diseases in Child care

### **Responsibility**

Service Manager

### **Document Author**

Service Manager

### **Relevant Legislation**

Education and Care Services National Regulation

Education and Care Services National Law

Child Care Services Handbook

### **Associated Records**

Nil