

Document Name	Document Version Number	Review Date
Dealing with Medical Conditions Policy	1.0.2	September 2021
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25 September 2019	5403	Revised

## Purpose

This policy acts to ensure that:

- 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.

## Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

## RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.2

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, Elements 7.1.2, 7.1.3

## Definitions

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, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases, if not managed appropriately, these can be life threatening.

## Policy Content

Ensuring the development of a communication plan and encouraging ongoing communication between parents/guardians and educators/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 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 need care provided with a copy of this and other relevant service policies

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.

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 casual staff/educators 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/educators 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/educators 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.

### **Links to Policy**

Education and Care Services National Law Act 2010: Section 173  
Education and Care Services National Regulations: Regulations 90, 91, 96  
Health Records Act 2001

### **Links to Procedure**

Dealing with Medical Conditions Procedures

### **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**

Nominated Supervisor

### **Document Author**

Nominated Supervisor

## **Relevant Legislation**

Education and Care Services National Regulation  
Education and Care Services National Law  
Child Care Services Handbook

## **Associated Records**

Nil.