

Document Name	Document Version Number	Review Date
Dealing with Medical Conditions Policy - FDC	1.0.3	December 2024
Date Adopted	Minute Number	Status
1 December 2021	6081	Revised

Purpose

The policy is to guide and support the health, wellbeing and inclusion of all children at the service. Providing guidance and support for educators and families when making decisions about medical conditions within the service.

Scope

Approved Provider, Nominated Supervisor, Early childhood Educators, Service coordination staff, casual staff, relief educators, children and families

Definitions

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

Medical management plan: A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child.

Medical Conditions and Additional Needs Risk Minimisation Plan: A document prepared by service staff for a child, in consultation with the child's parents, setting out means of managing and minimising risks relating to the child's specific health care need, allergy or other relevant medical condition.

Communication Plan: A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.

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. All educators and staff are informed and aware of any children diagnosed with a medical condition or specific health care/Additional need
- ii. partner with families of children with diagnosed medical conditions to develop a risk minimisation plan to ensure that the risks relating to the child's specific health care need or relevant medical condition are assessed and minimised. In conjunction with the risk minimisation plan, a communication plan will be developed setting out how communication

- occurs if there are any changes to the medical management plan or risk minimisation plan for the child. The communication plan ensures all staff are informed of the child's medical condition and relevant documentation
- iii. we will communicate with families about their children's health requirements in a culturally sensitive way
 - iv. 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
 - v. ensure that effective hygiene practices are promoted and implemented.
 - vi. ensure adequate steps are taken to control the spread of infectious diseases
 - vii. reduce and prevent as many incidents as possible and to deal with injury, trauma and illness as effectively as possible when they happen
 - viii. preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met
 - ix. 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
 - x. manage medical conditions including, anaphylaxis, diabetes and asthma
 - xi. where appropriate, implement practices in relation to self-administration of medication by children over preschool age
 - xii. ensure that appropriate staff and all educators are trained in first aid, anaphylaxis and asthma recognition and appropriate emergency medication
 - xiii. ensure that health and wellbeing options are promoted and food and drinks provided by educators are nutritious and appropriate to the age and medical condition of children
 - xiv. ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury through undertaking routine safety checks; Home, Residence or Venue Safety Audits, Excursions and Transportation, and educating children and educators in safety awareness
 - xv. 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
 - xvi. make available a copy of the Dealing with Medical Conditions Policy to all families of children registered with the service
 - xvii. 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

Staffing Policy Code of Conduct Determining the Responsible Person Present and Participation of Volunteers and Students

Incident Injury Trauma and Illness Policy

Emergency and Evacuation Policy

Health and Safety Policy

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

Engagement and Registration of Family Day Care Educators Policy

Monitoring Support and Supervision of Family Day Care Educators Policy

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

Visitors to the Family Day Care Residence and Venues Policy

Provision of Information Assistance and Training to Family Day Care Educators Policy

Links to Procedure

Greater Hume Shire Child Protection Procedure
Incident Injury Trauma and Illness Office Procedure
Incident Injury Trauma and Illness Educator Procedure
Emergency and Evacuation Procedure
Nutrition Food and Beverages and Dietary Requirements Procedure
Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues Procedure
Engagement and Registration of Educator Assistants Procedure Including Procedure for Relief Education and Care
Engagement and Registration of Educators Procedure Excludes Educator Assistants
Monitoring and Support of Educators Procedure Including Educator Breaches and Non-compliance
Dealing with Medical Conditions and Additional Needs Procedure

Links to Forms

Medical Conditions and Additional Needs Risk Minimisation Plan
Medication Record
Incident Injury Trauma and Illness Record
Family Enrolment 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 Provider Handbook

Associated Records

Greater Hume Shire Council Model Code of Conduct