

## Dealing with a Medical Conditions

(Regulation: Part 4.2 Children' health and safety Division 3, 90, 91)

### **Purpose:**

The aim of this policy is to:

- Ensure the management of a medical condition is dealt in a way that minimises the risks to children while the child is in the care of the children's service.
- Raise the service community's awareness of relevant medical conditions and their management through education and policy implementation.

### **Definitions**

Medical Action Plans: A set of guidelines developed by a medical practitioner for staff to follow.

Risk Minimisation Plans: Are developed by the centre to ensure risk is minimised for each medical conditions.

Communication Plans: A set of guidelines to follow that will ensure everyone is inform of what is required to ensure the child is kept safe.

Parents: also refers to Guardians

Medical conditions: include asthma, diabetes and a diagnosis that a child is at risk of anaphylaxis

### **Procedures**

- The centre will provide, as far as practicable, a safe and healthy environment in which children with a medical condition can participate equally in all aspects of the children's program and experiences
- The centre will raise awareness about allergies and anaphylaxis amongst the service community and children in attendance.
- All educators and staff member during an induction will be given adequate knowledge of relevant medical conditions and emergency procedures
- Communication through the communication plan will ensure the safety and wellbeing of children with a medical condition.
- Parents are responsible in informing the centre if their child has a medical condition and if there are any changes.
- Any prescribed medication for the child is supplied by the Parents/guardians when the child is in attendance.
- Display in the staff room indicators which children have a medical condition and what type.

- All children with a specific health care need, allergy or medical condition are easily identified by the wearing of coloured wrist bands in the relevant colours.
- The location of children's medication and the centre's emergency medication is easily assessable to adults.
- Medications are clearly labelled and expiry dates checked and noted in the office diary
- Parents are informed a head of time the expiry date and new medication needs to be purchased.
- Emergency details are displayed near all phones
- There is always at least one educator in attendance that has completed required training.
- Medical conditions policy is given to parents.
- The majority of educators have current training in all medical conditions and training is offered yearly at the centre
- ASCIA generic posters are displayed in key locations for staff to refer to.
- The displays, in the office, staff room and each play room, are updated whenever there is a change.
- Educators and staff are also informed via the communication book in each room and/or the centre communication book and/ or email.

### **Risk Minimisation Plan**

- Risk Minimisation Plans are developed to ensure the risk relating to the specific health is minimised at the centre. This includes the safe handling, preparation and consumption of food.
- Risk Minimisation plans are updated yearly or when conditions change or new information is provided.
- Risk Minimisation plans are developed in consultation with parents.
- The Risk Minimisation Plans are given out for parents to read, add any further information and then sign.
- Once all information is returned, all educators and staff are informed of the child's medical condition.
- Risk Minimisation plans are stored in each child's individual enrolment file and in each room attendance Book under their named tab.
- A copy is also placed in the staff room's Risk Minimisation folder and the office folder.
- The minimisation plans are then discussed as a group at the next scheduled staff meeting.

## **Medical Action Plans**

- Medical Action plans are followed in an event of an incident relating to a child's specific health care need, allergy or relevant medical condition.
- Medical Action Plans are displayed in all the rooms and kept in a folder in the office as well as in child's individual enrolment file.

## **Communication Plan**

- Through inductions all educators, staff, volunteers and students working with children are informed on how medical conditions are managed at the centre including the location of each child's medication and centre emergency medication.
- Parents inform the centre initially via the enrolment and additional information form on any health care needs or medical conditions.
- Medical conditions are discussed at staff meetings and/or details in the staff bulletin.
- Parents will provide a Medical Action Plan that is signed by a medical practitioner.
- This is then followed up with a verbal conversation with the parents.

## **Related policies**

- ❖ Dealing with Illness and emergency
- ❖ Medication Administration
- ❖ Emergency Management
- ❖ Enrolment and Orientation
- ❖ 1<sup>st</sup> Aid Administration

## **Sources**

Educational and Care Services National Law Act 2010

Educational and Care Services National Regulation 2010

Family Law Act

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