

Medical Conditions Policy

NQS 2.1 Each child's health and physical activity is supported and promoted

NQS 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

NQS 2.2 Each child is protected.

NQS 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

NQS 6.2.2 Effective partnerships support children's access, inclusion and participation in the program.

Introduction

Medical conditions include but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Glenaeon Rudolf Steiner Preschool is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this service. Glenaeon Rudolf Steiner Preschool is also committed to ensuring our educators and the staff are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times. Educators and staff will take all reasonable steps to keep children in our care safe from the risk of foreseeable harm. Communicating with families with ongoing medical conditions and the management of these conditions is a key priority.

Aims

Our education and care service will minimise the risk of harm from medical conditions of children by:

- Collaborating with families of children with diagnosed medical conditions to develop a risk minimisation plan for their child;
- Inform all staff, including casual staff, educators and volunteers of all children diagnosed with a medical condition and the risk minimisation procedure for these;
- Provide all families with current information about identified medical conditions of children enrolled at the centre and ensure strategies are designed to support the implementation of a risk minimisation plan
- Ensure all children with diagnosed medical conditions have a current (reviewed at least annually or as circumstances change) risk minimisation plan that is accessible to all staff;
- Ensure all staff are adequately trained in the administration of emergency medication.
- Ensure educators feel competent to perform their duties; understand their liabilities and duty of care requirements; are provided with sufficient information regarding the administration of medication and other appropriate treatments.
- Ensure age appropriate education of children and their peers of relevant medical conditions.

Procedures

Glenaeon Rudolf Steiner Preschool will make sure that the Nominated Supervisor fulfils the responsibilities in the management of medical conditions.

Enrolment of children into the centre

The Director/Nominated Supervisor will:

- Ensure that any parent with a child enrolled at Glenaeon Rudolf Steiner Preschool that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this *Medical Conditions Policy*;
- Inform parents of the requirement to provide the service with a current medical management plan of their child's condition that has been developed in consultation with the child's medical practitioner;
- Ensure that all staff and educators have a clear understanding of each child's medical condition and the medical management and risk minimisation plan;
- Collaborate with families of children with medical conditions to develop a risk minimisation plan and communication plan to ensure the child's safety and wellbeing;
 - To ensure that the risks associated with the child's condition are assessed and minimised; and
 - In regards to food allergies and triggers - to ensure that the practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
 - Ensure that parents are notified of any known allergens that pose a risk to a child and strategies that minimise this risk are developed and implemented; and
 - Ensure that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
 - Ensure that the child does not attend Glenaeon Rudolf Steiner Preschool if they do not have their prescribed medication for their specific health care need, allergy or relevant medical condition.
- Ensure that staff are adequately trained in procedures contained in the medical management plan; and
- Inform other families enrolled at Glenaeon Rudolf Steiner Preschool of the need to prohibit any substances that may cause hazard to other children (if required).

Communication and display of medical information

The Director/Nominated supervisor will:

- Ensure all medical management and risk minimisation plans are accessible to all staff.
- Ensure all plans are current and up to date (reviewed at least annually or as circumstances change);
- Develop a communication plan to ensure that relevant staff members and volunteers are kept up to date of relevant medical conditions policy, medical management plan and risk minimisation plan for the child;

- Develop a communication plan to ensure that parents can communicate any changes to the medical management plan and risk minimisation plan for the child; and
- Update the communication plan as needed.
- Ensure a notice is displayed at the service that informs visitors that a child with anaphylaxis is enrolled at the service (if this is relevant).

Educators and staff will:

- Be aware of enrolled children with medical conditions and be familiar with the medical management plan and risk minimisation plan for the child; and
- Will consult and update the communication plan to ensure they are aware of their communication responsibilities and any new information provided by families.
- Room leaders will inform casual educators of children's medical conditions and show them medical management plans.

Management of Medical Conditions

The Director/Nominated Supervisor will:

- Ensure that all staff are adequately trained in the management of asthma, anaphylaxis, or other relevant and specific medical condition, and that training includes identifying medical emergencies; and
- Ensure that all of the staff are adequately trained in the administration of emergency medications such as the Epi-Pen or asthma medication.

Educators and staff will:

- Be alert to the immediate needs of children who present with symptoms of anaphylaxis, asthma or other specific and diagnosed medical condition; and
- Educators and staff will refer to and follow the individual child's medical management plan.
- Administer emergency medication in accordance with their training, and the Medication Authorisation form as required.

Families will:

- Provide management with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal communication/meetings.
- Complete the Service enrolment form in its entirety providing specific details about the child's medical condition.
- Notify the Service if any changes are to occur to the Medical Management Plan.
- Provide the required medication and complete the long-term medication record.
- Provide an updated copy of the child's Medical Management Plan every 12 months or as circumstances change.

Documentation and record keeping

All children diagnosed with specific medical conditions must have a Medical Management Plan, Risk Minimisation Plan and Communication Plan developed in consultation with the Director / Nominated Supervisor, child's parents and child's medical practitioner.

Medical Management Plans

If a child has been diagnosed with a specific medical condition, a medical management plan is required to be completed. Any Medical Management Plan provided by a child's parents and/or registered medical practitioner should:

- have supporting documentation (if appropriate)
- include a photo of the child
- if relevant, state what triggers the allergy or medical condition
- include first aid needed
- Include contact details of the doctor who signed the plan
- state when the plan should be reviewed

Risk Minimisation Plan

All children with a diagnosed medical condition must have a risk minimisation plan in place.

A meeting or discussions will be arranged with the parents/guardian as soon as the Service has been advised of the medical condition. During this time a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- That practices and procedures in relation to the safe handling, preparation and consumption and service of food are developed and implemented.
- To ensure that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.
- Practices ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented.
- That the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or relevant medical condition.
- Plan(s) in conjunction with parents/guardians will be reviewed at least annually and/or will be revised with each change in the Medical Management Plan.
- Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day.
- Educators will notify parents in advance of any special activities taking place such as celebrations and excursions so plans of safe inclusion can be made.
- Educators will ensure appropriate hygiene practices are followed when managing medical conditions in line with the Control of Infectious Diseases Policy.
- Risk minimisation plans will be reviewed in collaboration with families every 12 months or as circumstances change.

Communication Plan

A communication plan will be created to ensure all relevant staff members and volunteers are informed about the medical conditions policy, the Medical Management Plan and Risk Minimisation Plan for the child. The communication plan will be updated as required.

The Approved Provider will:

- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

The Director/Nominated Supervisor will:

- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Educators and staff will:

- Complete a Medication Record when a child receives emergency medication; and
- Will provide parents with a copy of the Medication Record.

Statutory Legislation & Considerations

- Education and Care Services National Regulations 2011

Source

- Education and Care Services National Regulation
- National Quality Standards
- Occupational Health and Safety Act
- Revised National Quality Standards
- CELA

Evaluation

- Educators respond in an effective manner to any medical conditions incident, and documentation is completed, shared, and stored as appropriate;
- Plans to effectively manage medical conditions are developed in consultation with families, and implemented; and
- Regular reviews of procedures and policy are implemented.

Review

Policy Reviewed	Modifications	Next Review Due
Feb 2013 Oct 2014 Feb 2015 Feb 2016	Continual Modifications to Medical Management Plan requirements and Medical Questionnaire as policy reviewed. Notifications to parents of foods with hidden nuts, consideration of whether the preschool can be stated to be nut-free.	

Feb 2017		
Jan 2018	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard. • Minor changes to policy wording. • Addition of specific information relating to Medical Management Plans, Risk Minimisation Plans and Communication Plans • Addition of requirements of families in relation to Medical Conditions of their children. 	Jan 2019
May 2019	<ul style="list-style-type: none"> • Update aims to ensure educators are more aware of their duties and liabilities in regards to medical conditions. • Include additional requirements for staff regarding communication plans and casual staff being informed of this. 	May 2020