

MEDICAL CONDITIONS POLICY

Related Quality Area	QA2: Children's Health and Safety
Related Policies	Administration of Medication Policy Health & Safety Policy Incident, Illness, Accident & Trauma Policy

PURPOSE

To support children's wellbeing and manage individual health requirements, our Centre will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented.

We aim to efficiently respond to and manage medical conditions at Nightcliff Family Centre (the Centre) to ensure the safety and wellbeing of all children staff, families and visitors.

SCOPE

This policy applies to children, families, staff, management and visitors of the Centre.

IMPLEMENTATION

The Centre is committed to adhering to privacy and confidentiality processes when working with individual health and medical requirements. There are a number of concerns that must be considered when a child with a diagnosed healthcare need, allergy or medical condition is enrolled at the Centre. Key procedures and strategies must be in place prior to the child commencing at the Centre to ensure their individual health and safety.

The Approved Provider/management will ensure:

- This policy is given to families along with their enrolment package.
- Educators and staff have a clear understanding of the child's individual medical conditions.
- Communication between families and educators is ongoing and effective.
- Educators receive appropriate information in managing specific medical conditions.
- There is an Educator in attendance at all times with current accredited first aid and CPR, emergency asthma and emergency anaphylaxis certificate.
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Families provide required information on their child's medical condition, including:
 - Medication requirements
 - Allergies
 - Medical Practitioner contact details
 - Medical Management Plan.
- A Medical Management Plan and Risk Minimisation Plan has been prepared and signed by the child's medical practitioner.
- Educators have access to emergency contact information for the child.

- A copy of the child’s Medical Management Plan is visibly displayed in an area not generally available to families and known to staff in the Centre.
- A child is not enrolled at, nor will attend the Centre without a Medical Management Plan and prescribed medication by their Medical Practitioner. In particular, medication for life-threatening conditions such as asthma inhalers, adrenaline auto injection devices and Insulin.
- In the event that a child suffers from a reaction, incident, situation or event related to a medical condition the Centre and staff will:
 - Follow the child’s Emergency Medical/Action Plan
 - Call an ambulance immediately by dialing 000
 - Commence first aid measures/monitoring
 - Contact the parent/guardian when practicable but as soon as possible
 - Contact the emergency contact if the parents or guardian can’t be contacted when practicable but as soon as possible
 - Notify the regulatory authority (within 24 hours).

Information that must be provided in the Enrolment Record

The Centre’s Enrolment Record provides an opportunity for parents to help the Centre effectively meet their child’s needs relating to any medical condition.

The Enrolment Record includes details of:

- Specific health care needs or medical conditions of the child, including asthma, diabetes, allergies and whether the child has been diagnosed at risk of anaphylaxis.
- A Medical Management Plan provided by a child’s parents and/or registered medical practitioner.
- Where there is a Medical Management Plan, a Risk Minimisation Plan must be developed and informed from the child’s Medical Management Plan.

Parents are responsible for updating their child’s Medical Management Plan or providing a new Plan as necessary.

Any new information will be attached to the Enrolment Record and kept on file at the Centre. Educators will ensure information that is displayed about a child’s medical conditions is updated.

Families will ensure

- They provide management with information about their child’s health needs, allergies, medical conditions and medication requirements on the Enrolment Form and through verbal communication/meetings.
- The Centre’s Enrolment Form is completed in its entirety providing specific details about the child’s medical condition.
- They notify the Centre if any changes are to occur to the Medical Management Plan.
- They provide the required medication and complete the long-term medication record.
- They provide an updated copy of the child’s Medical Management Plan if there is a change.

MEDICAL MANAGEMENT PLAN

- Any Medical Management Plan provided by a child’s parents and/or registered medical practitioner should:
 - Have supporting documentation if required
 - Include a photo of the child
 - If relevant, state what triggers the allergy or medical condition

- Include first aid that may be required
- Include contact details of the doctor who signed the plan
- State when the plan should be reviewed.
- A copy of the Medical Management Plan will be displayed for Educators and staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the Centre.
- The Centre must ensure the Medical Management Plan remains current at all times.
- Copies of the Medical Management Plan should be kept with the child's medication and also accompany them on any excursions.

RISK MINIMISATION PLAN

All children with a diagnosed medical condition must have a Risk Minimisation Plan in place.

A meeting will be arranged with the parents/guardian as soon as the Centre has been advised of the medical condition. During this meeting a Risk Minimisation Plan will be developed in consultation with the parent/guardian to ensure:

1. That the risks relating to the child's specific health care need, allergy, or medical condition are assessed and minimised.
2. That practices and procedures in relation to the safe handling, preparation, serving, and consumption of food are developed and implemented.
3. 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.
4. Practices are developed and implemented to 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.
5. That the child does not attend the Centre without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or medical condition
6. Plan(s) are reviewed at least annually and/or revised with each change in the Medical Management Plan in conjunction with parents/guardians.
7. If required, all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators.
8. Appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the Control of Infectious Diseases Policy.
9. Risk Minimisation Plans are reviewed in collaboration with families when required after changes to the child's Medical Management Plan.

COMMUNICATION PLAN

A communication plan will be developed and implemented and the Approved Provider will encourage ongoing communication between parents/guardians and staff regarding the current status of the child's specific healthcare need, allergy or other relevant condition.

1. All relevant staff members and volunteers are informed about the medical conditions policy and the child's Medical Management Plan and Risk Minimisation Plan.
2. All relevant staff members and volunteers are aware of the whereabouts of any specific medication e.g. EpiPens and asthma pumps.

REVIEW

POLICY REVIEWED	August 2020	NEXT REVIEW DATE	August 2022
MODIFICATIONS	<ul style="list-style-type: none"> No Modifications 		

REVIEW

POLICY REVIEWED BY	Josepha Minani Anu Thapa Kathy Man Anju Bali Olive Asis Mei Mei Archie Servai Judy Rondon	Staff and Director	August 2022
POLICY REVIEWED	August 2022	NEXT REVIEW DATE	August 2024
MODIFICATIONS	<ul style="list-style-type: none"> Policy reviewed as per review cycle No changes done 		

REVIEW

POLICY REVIEWED BY	Judy Rondon	Director	
POLICY REVIEWED	August 2024	NEXT REVIEW DATE	August 2026
MODIFICATIONS	<ul style="list-style-type: none"> annual policy maintenance minor changes within the policy as best practice 		