

Medical Conditions Policy

Policy title:	Medical Conditions Policy
Policy number	OP42
Version number:	3.0
Last updated:	June 2021

1 Purpose

Petit Early Learning Journey is committed to providing a safe environment that supports the health, well-being and inclusion of all enrolled children, including those with special medical and health care needs.

This Policy details how the Service ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor.

2 Organisational scope

The Approved Provider, Operations Managers, Nominated Supervisor / Centre Director, Educators and employees, parents / caregivers and visitors are all responsible for ensuring the safety, security and well-being of enrolled children when on the premises.

3 Definitions

Not applicable

4 Policy Principles

- At enrolment, parents are required to complete an Enrolment Form for their child. The form includes provision for parents to detail any medical conditions or specific health care need their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy). In addition, the Nominated Supervisor / Centre Director purposefully directs parents' attention to this section of the Enrolment Form, and stresses the need for accurate and complete information for the Service to effectively meet the child's medical needs. Refer to the Service's *Enrolment and Orientation Policy*.
- Parents of children who have medical conditions including anaphylaxis, diagnosed allergies, asthma, diabetes, and epilepsy are asked to provide the Service with any Medical Management Plan from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Service to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- Parents of children who have other medical conditions or specific health needs are asked to provide the Service with any Medical Management Plan they have but which may not necessarily be from the child's doctor.

- The Service uses the Medical Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation and Communications Plan for their child. The Medical Conditions Risk Minimisation and Communications Plan identifies the possible risks to the child's specific condition or health care need while at the Service (e.g. exposure to known allergens) so that those risks can be minimised. Further it ensures communication processes are in place so that, at all times, Service educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Service is guided by templates from recognised authorities such as Anaphylaxis Australia, Asthma Australia, and the Australian Society for Clinical Immunology and Allergy when developing the Medical Conditions Risk Minimisation and Communications Plan.
- The Service requires parents to provide any updates to their child's Medical Management Plan (e.g. at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued, new photograph), and at other times when the Nominated Supervisor / Centre Director requests updates as agreed in the Medical Conditions Risk Minimisation and Communications Plan.
- A copy of the Medical Management Plan and the Medical Conditions Risk Minimisation and Communications Plan is filed with the child's Enrolment Form. A copy of the Medical Management Plan is also kept where the child's medication is stored.
- With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Service, including food preparation and eating areas. With the child's right to privacy in mind, the plans are not accessible to visitors or other families. A copy of the Medical Management Plan is taken on any excursion the child attends.
- All parents are handed a copy of this Policy when they enrol their child. In addition, if the parents have advised that their child has a specific health care need, the Nominated Supervisor / Centre Director discusses the Policy in detail with them, and gives them the opportunity to ask any questions necessary to ensure they understand the Policy.
- All staff, educators, students and volunteers commencing at the Service are given a copy of this Policy, the Policy is discussed in detail, and they are given the opportunity to clarify their understanding of the Policy.
- All medical details held by the Service are kept confidential. Refer to the Service's *Privacy and Confidentiality Policy*.
- The Service takes every precaution to ensure that no child who has been prescribed medication in relation to a specific health care need, allergy or relevant medical condition attends the Service without that medication.
- The Australasian Society of Clinical Immunology and Allergy has made available an information poster Anaphylaxis Action Plan (General) – ASCIA. Copies of this poster are displayed in strategic positions throughout the Service including the indoor and outdoor play spaces.
- The Asthma Foundation of Australia has made available an information poster Asthma First Aid. Copies of this poster are displayed in strategic positions throughout the Service including the indoor and outdoor play spaces.
- The contact numbers of emergency Service are displayed beside all telephone outlets in the Service.
- All EpiPens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the Service's *Administration of Medication Policy*.
- First Aid kits are located where educators can readily access them in an emergency. Refer to the Service's *Incident, Injury, Trauma and Illness Policy*.
- The Service ensures its practices in handling and preparing food and beverages consumed by children at the Service prioritise the medical needs of children with known allergies. Refer to the Service's *Nutrition, Food and Beverage Policy* and its *Food Preparation, Storage and Handling Policy*.
- The Service accesses information and resources on medical conditions and their management from recognised authorities, and provides this information to parents, educators, students and volunteers.

- Health and safety are regular items on team meeting agendas. The topics of common allergies and medical conditions experienced by young children and how to identify and respond to them are regularly discussed during these meetings.
- The Service reviews its health and safety practices regularly as part of its Quality Improvement Plan. Refer to the Service's *Educator Professionalism and Ethics Policy*.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its Staff Schedule. The required number of educators with these qualifications and positioned near children meet regulatory requirements at all times, including on excursions.

5 Policy Procedure

- The Nominated Supervisor / Centre Director communicates the specific health needs of each child to all staff/educators including the whereabouts of copies of the Medical Management Plan and any medication for the child. They are given the opportunity to ask questions to clarify that they fully understand the child's medical needs and their responsibilities attending to those needs. The Nominated Supervisor / Centre Director ensures that any updates are promptly conveyed to all staff/educators.
- The Nominated Supervisor / Centre Director provides all students and volunteers with an orientation before they commence at the Service. The orientation includes information about specific health care needs, where Medical Management Plans are displayed and where the children's medication is kept. The Nominated Supervisor / Centre Director stresses the importance of alerting Service educators immediately of any concern regarding the health and wellbeing of any child.
- At enrolment, parents are informed of the brand and contents of the sun protection cream used in the Service – and they acknowledge this in writing – and the soap used for handwashing. Parents provide their own alternatives as they wish. Parents also supply any creams used for babies (e.g. for nappy change).
- Educators intentionally teach young children about health and safety. This includes making children aware that they and / or their friends may need to take special care about some matters (e.g. the type of food they eat, the brand of sunscreen they use).
- In the event of an incident relating to a child under a Medical Management Plan, that Plan must be followed explicitly. An Incident, Injury, Trauma and Illness Record is to be completed.
- Children over preschool age can self-administer medication where the child's parent / guardian has provided their prior written permission on the Medication Form – Authority to Administer Long Term and / or Medication Form – Authority to Administer Daily. An educator must supervise the self-administration of medication to ensure the medication is administered correctly and then the time and dosage will be recorded by the educator on appropriate Authority to Administer Medication Form.

6 Responsibilities

Parents must:

- inform the Service of any updates to their child's Medical Management Plan.
- ensure the child's medication is brought to the Service every time the child attends the Service.

7 Reporting and Compliance

7.1. Consequences of non-compliance

Failure to comply with this policy will result in appropriate disciplinary action as determined by Petit Early Learning Journey. Such disciplinary action may include, but not be limited to:

- further education and training
- counselling or verbal warning
- a formal written warning
- suspension from employment of full pay while an investigation into a complaint is carried out
- termination of employment for serious breaches

7.2. Related legislation and policies

Source

- Australian Society for Clinical Immunology and Allergy. (n.d.). *ASIA Action plan for anaphylaxis*. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> accessed 6 February 2016
- Education and Care Services National Regulations 2011.
- Revised Guide to the National Quality Standard 2018.

Further reading and useful websites

- Allergy New Zealand – <http://www.allergy.org.nz/> accessed 6 February 2016
- Allergy and Anaphylaxis Australia – <http://www.allergyfacts.org.au/> accessed 6 February 2016
- Anaphylaxis Australia. *What is anaphylaxis?* <https://www.allergyfacts.org.au/allergy-anaphylaxis/what-is-anaphylaxis> accessed 6 February 2016
- Asthma Australia. *Asthma Friendly Early Childhood Education & Care*. <http://www.asthmant.org.au/ThreeColPB.aspx?pageid=17179870648> accessed 6 February 2016
- Asthma Australia – <http://www.asthmaaustralia.org.au/> accessed 6 February 2016
- Asthma Foundation of Queensland. (n.d.). *Management of Asthma in Childcare*. <http://www.hartbeattraining.com.au/wp-content/uploads/2010/08/Mgt-of-asthma-in-childcare.pdf> accessed 6 February 2016
- Asthma Australia. (2016). *Resources*. <http://www.asthmaaustralia.org.au/qld/about-asthma/resources/resources> accessed 6 February 2016
- Asthma Australia. *Asthma Action Plan*. (2015). http://www.nationalasthma.org.au/uploads/content/683-NAC-Asthma-Action-Plan-2015_Writeable.pdf accessed 6 February 2016
- Australian Society for Clinical Immunology and Allergy (ASCIA) – <http://www.allergy.org.au/> accessed 6 February 2016
- Department of Health (Western Australia). *Anaphylaxis Management Guidelines for Western Australian Child Care and Outside School Hours Care Service*. http://www.health.wa.gov.au/anaphylaxis/docs/child_care/11289%20CC6%20Guidelines.pdf accessed 6 February 2016
- Diabetes Australia. (2016). *Request a Resource*. <https://www.diabetesaustralia.com.au/request-a-resource> accessed 6 February 2016
- Diabetes NSW – <http://www.australiandiabetescouncil.com/> accessed 6 February 2016
- Queensland Government. (2013). *Severe allergic reactions: Anaphylaxis guidelines for Queensland schools* http://education.qld.gov.au/schools/healthy/docs/anaphylaxis_guidelines_for_queensland_state_schools.pdf accessed 6 February 2016
- Queensland Health – <http://www.health.qld.gov.au/> accessed 6 February 2016

Links Education and Care Services National Regulations 2011, National Quality Standards 2018

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication

	94	Exception to authorisation requirement–anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication
	136	First aid qualifications
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1	Each child’s health needs are supported and promoted
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2	Each child is protected.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	4.2.2	Professional standards guide practice, interactions and relationships
	6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Links to other policies

- Administration of Medication Policy
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Food Preparation, Storage and Handling Policy
- Incident, Injury, Trauma and Illness Policy
- Handwashing Policy
- Managing Infectious Diseases Policy
- Nutrition, Food and Beverage Policy
- Privacy and Confidentiality Policy
- Students, Volunteers and Visitors Policy

7 Approval and review details

APPROVAL AND REVIEW	DETAILS
Approval Authority	COO
Administrator	Operations Managers
Next Review Date	12 months from date of acceptance