

MEDICAL CONDITIONS POLICY

To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition Highland Grove will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children’s health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S.172	Failure to display prescribed information
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policy
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record
89	First aid kits
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan
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
136	First Aid qualifications

162	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
175	Prescribed information to be notified to Regulatory Authority

PURPOSE

We aim to efficiently respond to and manage the medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families, and visitors at our Service.

SCOPE

This policy applies to children, families, staff, management, students, volunteers and visitors of the Service.

IMPLEMENTATION

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Highland Grove is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions. There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the service. Key procedures and strategies must be in place prior to the child commencing at the service to ensure their individual health, safety and wellbeing.

The Approved Provider / Management will ensure:

- ensure obligations under the *Education and Care Services National Law and National Regulations* are met
- all staff, educators, students, visitors and volunteers have knowledge of and adhere to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy*)
- all enrolment forms are reviewed to identify any specific health care need, allergy or medical condition
- that a medical 'Action Plan' has been developed in consultation with the parents and the child's medical practitioner for children who suffer from asthma, diabetes or have diagnosed as risk of anaphylaxis or other serious medical condition.

- The appropriate medication, prescribed by their medical practitioner, must accompany the child to preschool. In particular, medication for life-threatening conditions such as asthma inhalers, adrenaline auto injection devices and insulin.
- A 'Risk Management Plan' is written in conjunction with families for each child who suffers from asthma, diabetes, epilepsy or anaphylaxis, or allergies that require medication.
- educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition
- communication between families and educators is on-going and effective
- educators receive appropriate professional development and training in managing specific medical conditions and meeting children's individual needs
- All permanent educators, including the nominated supervisor hold a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate. Refresher courses are run onsite regularly
- educators and staff have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition
- educators have access to emergency contact information via Action Plans. These are on display in the child's playroom, kitchen, office and children's bathroom window for viewing from outdoors.
- Casual staff are informed of children and staff members who have specific medical conditions, food allergies, the type of conditions or allergies they have and the service's procedures for dealing with emergencies involving allergies and anaphylaxis.
- a copy of the child's medical management plan is visibly displayed with authorisation to display obtained from parent/guardian
- procedures are adhered to regarding the administration of medication at all times
- administration of medication record is accurately completed and signed by the educator and witness
- copies of children's medical management plans and medication are taken on any excursion or emergency evacuation from the service
- a notice is displayed prominently in the main entrance stating that a child diagnosed at risk of anaphylaxis is attends HGP, and providing details of the allergen/s.
- information regarding the health and wellbeing of a child or staff member is not shared with others unless consent is provided in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation (including Victoria- Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS)).

In the event that a child suffers from a reaction, incident, situation, or event related to a medical condition the Service and staff will:

- Follow the child's emergency medical management plan
- Call an ambulance immediately by dialing 000
- Commence first aid measures/monitoring
- Contact the parent/guardian when practical, but as soon as possible
- Contact the emergency contact if the parents or guardian can't be contacted when practical, but as soon as possible
- Notify the regulatory authority (within 24 hours)

FOLLOWING AN INCIDENT:

- in the event that of a high-risk scenario where a child suffers from an allergic reaction, incident, situation, or event related to a medical condition the Service and staff will follow the child's emergency medical management plan as per Reg. 90(1)(c)(ii)
- the first aid responder will commence first aid measures immediately as per the child's medical management plan
- urgent medical attention from a registered medical practitioner is contacted if required
- an ambulance is called by dialling 000 if the child does not respond to initial treatment
- the nominated supervisor will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible
- the Director/ nominated supervisor will ensure the *Incident, Injury, Trauma and Illness Record* is completed in its entirety
- the Director/ approved provider/nominated supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.

MANAGEMENT OF ASTHMA, ANAPHYLAXIS AND DIABETES

For the management of Asthma and Anaphylaxis see individual Service policies and procedures.

FOOD HANDLERS WILL ENSURE:

- practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food
- any changes to children's medical management plans or risk minimisation plans are implemented immediately

Families will ensure:

- they provide management with accurate information about their child's health needs, allergies, medical conditions and medication requirements on the enrolment form
- they provide the Service with a medical 'Action' management plan prior to enrolment of their child
- they consult with management to develop a 'Risk Minimisation Plan'
- the Service enrolment form is completed in its entirety providing specific details about the child's medical condition
- they notify Highland Grove if any changes are to occur to the medical 'Action' management plan through the communication plan and/or meetings with the nominated supervisor
- they provide adequate supplies of the required medication and medical authorisation on the long-term medication record
- they provide an updated copy of the child's medical 'Action Plan' every 12 months or when required by the medical practitioner
- they provide enrolment documentation of any medical condition annually

MEDICAL 'ACTION PLAN'

Any medical 'Action' Plan provided by a child's parents and/or registered medical practitioner should include the following:

- specific details of the diagnosed health care need, allergy or relevant medication condition
- supporting documentation (if required)
- a recent photo of the child
- current medication and dosage prescribed for the child
- if relevant, state what triggers the allergy or medical condition
- first aid/emergency response that may be required
- any medication that may be required to be administered in case of an emergency

- further treatment or response if the child does not respond to the initial treatment
- when to contact an ambulance for assistance
- the date of when the plan should be reviewed
- Parent's Contact Details

- a copy of the medical management plan (Action Plan) will be displayed for Educators and staff to see to ensure the safety and wellbeing of the child. Educators will ask the parent/caregiver if these should be on display in the classrooms due to privacy.
- the Service must ensure the medical 'Action' Plan remains current at all times.

RISK MINIMISATION PLAN

All children with a diagnosed health care need, allergy or relevant medical condition must have a 'Risk Minimisation Plan' in place.

A meeting will be arranged with the parents/guardian as soon as the Service has been advised of the diagnosed health care need, allergy or 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 Action Plan and the location of the child's medication
5. 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 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. 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. parents are notified by educators in advance of any special activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed.
9. appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Control of Infectious Diseases Policy*.
10. Risk Minimisation plans are reviewed in collaboration with families annually.

COMMUNICATION PLAN

A Communication plan will be created to accompany the 'Risk Minimisation Plan' after the meeting with the parents/guardian to ensure:

- all relevant staff members and volunteers are informed about the Medical Conditions Policy, the medical 'Action' Plan and Risk Minimisation Plan for the child; and
- the Communication Plan is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child

INDIVIDUAL CARE PLAN

In the event of a child experiencing a debilitating injury or condition (such as, but not limited to, a broken or fractured bone) please contact Highland Grove prior to your child attending. Where they can continue to attend preschool, an Individual Care Plan must be completed. This document is written by a senior educator and in conjunction with a parent or carer of the child and is signed by the director. A copy of the plan is kept in the child's file and a copy is used to guide the educator's program and interactions.

CHILD HAVING SURGERY:

In the event of a child having surgery, please consult with your surgeon regarding guidelines on when to return to preschool. The child must remain away from preschool for 2 days after the day of the surgery, due to the effects of the anaesthetic. However, a longer period of time may be recommended by medical professionals. .

Source:

Australian Children's Education & Care Quality Authority. (2014).

Australian society of clinical immunology and allergy. ascia.

<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Early Childhood Australia Code of Ethics. (2016).

Federal Register of Legislation *Privacy Act 1988*.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. ~~(2017)~~-(2020)

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

Occupational Health and Safety Act 2004.

The Royal Children's Hospital Melbourne

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