



MEDICAL CONDITIONS POLICY

POLICY STATEMENT

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, educators and visitors.

RESPONSIBILITIES OF CARERS

- The service will involve all carers, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.
- A copy of the Medical Conditions Policy must be provided to all educators at the service. The policy must also be provided to parents of children enrolled at the service. (*See Parent Handbook and Staff Handbook*)
- Carers are also responsible for raising any concerns with a child's parents about any medical condition known to the service, or any suspected medical condition that arises.
- Families are required to provide information about their child's health care needs, allergies, medical conditions and medication on the Enrolment Form and are responsible for updating the service about these things, including any new medication, ceasing of medication, or changes to their child's prescription.
- All carers and volunteers at the service must follow a child's Medical Management Plan / Risk Minimisation Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

INFORMATION THAT MUST BE PROVIDED ON THE ENROLMENT FORM

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition.

The enrolment form will include details of any:

- 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.
- Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should
 - i. Have supporting documentation if appropriate.
 - ii. Include a photo of the child.
 - iii. If relevant, state what triggers the allergy or medical condition.
 - iv. First aid needed.
 - v. Contact details of the doctor who signed the plan.
 - vi. State when the Plan should be reviewed.
- Copies of the plan should be kept with the child's medication and also accompany them on any excursions.
- Where there is a Medical Management Plan, a risk minimisation plan must be developed and informed from the child's Medical Management Plan.

RESPONSIBILITIES OF PARENTS/CARERS

- **Children with allergies, asthma, anaphylaxis** - No child will be enrolled into a vacation care program if their Action Plan for allergies, asthma, anaphylaxis is not current and submitted to us. A Risk Minimisation Plan and Communication Plan will be completed with the parent and staff collaboratively to ensure there is a plan in place to support the child and keep them safe during their time at Kooloora Vacation Care.
- Any child enrolled at the service with anaphylaxis, allergies, diagnosed asthma and requires medication will not be able to attend the service without medication prescribed by their medical practitioner.
- Families are required to provide this information on the Enrolment Form and are responsible for updating the service on any new medication, ceasing of medication, or any changes to their child's prescription.

MEDICAL CONDITIONS RISK MINIMISATION PLAN

Using a child's Medical Management Plan, our service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents which will ensure that:

- Any risks are assessed and minimised.
- If relevant, practices and procedures for the safe handling of food, preparation, consumption and service of food for the child are developed and implemented. (note we will follow all health, hygiene and safe food policies and procedures)
- All parents are notified of any known allergens that pose a risk to a child and how these risks will be minimised.
- A child does not attend the service without medication prescribed by their medical practitioner in relation to their specific medical condition.

- Our service will routinely review each child’s medication to ensure it hasn’t expired.

COMMUNICATION PLAN

Within the Risk Minimisation Plan, the service will ensure a Communication Plan will be devised in consultation with a child’s parents which will ensure that:

- All relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child;
- a child’s parent can communicate any changes to the medical management plan and risk minimisation plan for the child, setting out how that communication can occur.

EDUCATOR TRAINING AND QUALIFICATIONS

The approved provider must ensure that **at least one** educator attending the service:

- Holds a current approved first aid qualification.
- Has undertaken current approved anaphylaxis management training and
- Has undertaken current approved emergency asthma management training

CONSIDERATIONS

Education and Care Services National Regulations	Sources
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	Asthma Australia National Asthma Organisation Australasian Society of Clinical Immunology and Allergy www.allergy.org.au Australian Diabetes Council Anaphylaxis Australia www.betterhealth.vic.gov.au Westmead Children’s Hospital – information site

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SIGNED: *Nicole Arathoon*