

MEDICAL CONDITIONS POLICY

To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition The Out of School Hours Care (OSHC) Service 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

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Asthma Management Policy Anaphylaxis Management Policy Celebrations Policy Child Safe Environment Policy Dealing with Infectious Diseases Policy Diabetes Management Policy Enrolment Policy Epilepsy Management Policy	Excursion/ Incursion Policy Family Communication Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Nutrition Food Safety Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Sick Children Policy Supervision Policy Work Health and Safety Policy
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PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions. The Service aims to efficiently respond to and manage medical conditions, health care needs or allergies of children and young people and staff ensuring the safety and wellbeing of all children and young people, educators, staff, families/guardians and visitors at The Service.

SCOPE

This policy applies to children and young people, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of The Service.

DUTY OF CARE

The Service has a legal responsibility to take reasonable steps to ensure the health needs of children and young people enrolled in the service are met. This includes a responsibility to provide:

- a. a safe environment for children and young people free of foreseeable harm *and*
- b. adequate supervision of children and young people at all times.

IMPLEMENTATION

The Service will involve all educators, families/guardians and children and young people in regular discussions about medical conditions and general health and wellbeing throughout the curriculum. The Service 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 or young person 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 or young person commencing at The Service to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at The Service follow a child or young person's medical action plan in the event of an incident related to a child or young person's specific health care need, allergy, or medical condition.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- ensure obligations under the *Education and Care Services National Law and National Regulations* are met
- all educators, staff, students and volunteers have knowledge of and adhere to this policy and relevant medical action plan (*Asthma Action Plan/ Anaphylaxis Action Plan/Diabetes Management Plan*)
- all medical information on Fullybooked is reviewed in consultation with families/guardians to identify any specific health care need, allergy or medical condition
- in consultation with families/guardians, existing medical information is reviewed to confirm the existing diagnosed health care need, allergy or relevant medical condition still applies and whether any new needs have been diagnosed on a yearly basis
- families/guardians have access to the *Service's Medical Conditions Policy*
- a child is not enrolled at, nor will attend the OSHC Service without a medical action plan and prescribed medication by their medical practitioner with pharmaceutical label.

- educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition that may be ongoing or acute/short term in nature
- new staff members are provided with induction and ongoing training to assist managers, educators and other staff effectively
- all aspects of operation of the service must be considered to ensure inclusion of each child into the program
- a communication plan is developed in collaboration with the service director to ensure communication between families/guardians and educators is on-going and effective
- educators are provided with annual CPR to provide assistance in an emergency
- at least one educator or nominated supervisor is in attendance at all times with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA)
- 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
- a risk minimisation plan has been developed in consultation with parents and management prior to the child commencing at the service
- educators and staff will be informed immediately about any changes to a child's medical management plan, risk management plan
- to record any prescribed health information and retain copies of medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan
- educators have access to current 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 children and young people or families/guardians and visitors) but known to educators in The Service 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 two educators
- a notice is displayed prominently in the main entrance of The Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at The Service and providing details of the allergen/s (Reg. 173).
- information regarding the health and wellbeing of a child or young person, educator, volunteer 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.

FOLLOWING AN INCIDENT-EDUCATORS WILL ENSURE:

- to follow the individuals emergency management plan in the event of a high-risk scenario where a child or young person suffers from a reaction, incident, situation, or event related to a medical condition Reg. 90(1)(c)(ii)
- the first aid responder will commence first aid measures immediately as per the child or young person's medical action plan
- urgent medical attention from a registered medical practitioner is contacted if required
- an ambulance is called by dialling 000 if the child or young person does not respond to initial treatment
- the nominated supervisor will contact the child or young person's parent/guardian or emergency contact when practicable, but as soon as possible
- the person in charge/ nominated supervisor completes in its entirety the *Incident, Injury, Trauma and Illness Record*
- the person in charge/ 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, Anaphylaxis and Diabetes see individual Service policies and procedures.

COOK AND FOOD HANDLERS WILL ENSURE:

- to keep up to date with professional training to help manage food allergies in ECEC services
- 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/GUARDIANS WILL ENSURE:

- The Service enrolment form is completed in its entirety providing specific details about the child/ young persons medical condition
- they are provided access to The Service's *Medical Conditions Policy and Administration of Medication Policy*
- they update information about their child/young persons health needs, allergies, medical conditions, and medication requirements on booking system (Fullybooked)

- they provide The Service with a medical action plan and medication prior to enrolment of their child and/or
 - an individual Asthma or Anaphylaxis Action Plan
 - an individual Diabetes Management Plan
- they consult with service leadership to develop a risk minimisation plan
- they update The Service in the booking system if any changes are to occur to the medical management plan or risk minimisation plan and notify The Service leadership
- they provide adequate supplies of the required medication and medication authorisation on an *Administration of Medication Record*
- they provide any updated information relating to the nature of, or management of their child/ young persons diagnosed medical condition and associated health care provided by a medical practitioner
- to notify The Service, when children and young people are taking any short-term medications and fill in the medication authorisation form
- they provide an updated copy of the child/young persons medical management plan or evidence from a Medical Practitioner to confirm the plan remains unchanged

MEDICAL ACTION PLAN

Any medical management plan provided by a child or young persons family/guardian 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/young person
 - current medication and dosage prescribed for the child/young person
 - 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 or young person does not respond to the initial treatment
 - when to contact an ambulance for assistance
 - contact details of the medical practitioner who signed the plan
 - the date of when the plan should be reviewed
- The Service must ensure the medical management plan remains current all times

- educators and staff are updated immediately about any changes to a child or young persons medical management plan.

RISK MINIMISATION PLAN

All children and young people with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place. (Reg. 90(1)(c))

The Service leadership will develop a risk minimisation plan in consultation with the family/guardian to ensure:

- that the risks relating to the child or young persons specific health care need, allergy, or medical condition are assessed and minimised
- that practices and procedures in relation to the safe handling, preparation, serving, and consumption of food are developed and implemented
- that the families/guardians are notified of any known allergens that pose a risk to a child or young person and strategies for minimising the risk are developed and implemented
- practices are developed and implemented to ensure that all educators and volunteers can identify the child or young person, the child or young persons medical action plan and the location of their medication
- that the child or young person does not attend The Service without medication prescribed by the child or young persons medical practitioner in relation to the child young persons specific health need, allergy or medical condition
- risk minimisation plan(s) are reviewed annually and/or revised with each change in the medical management plan in conjunction with families/guardians
- appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Infectious Diseases Policy*.

COMMUNICATION PLAN

The communication plan explains how relevant educators and volunteers are informed about the medical action and risk management plans and how the families/guardians of the child or young person can communicate any changes to the diagnosed health care need, allergy or medical condition.

A communication plan will be created as part of the risk minimisation plan with the families/guardian to ensure:

- all relevant educators, staff, students and volunteers are informed about the *Medical Conditions Policy*, the medical management plan and risk minimisation plan for the child or young person; and
- that an individual communication document is created so that families/ guardians can communicate any changes to the medical management plan and risk management plan for the child or young person in writing.

Families/guardians are required to notify The Service if any changes are to occur to the medical management plan or risk minimisation plan by updating the child or young persons medical condition on the booking system (Fullybooked).

At all times, families/guardians who have a child or young people attending The Service who have a diagnosed healthcare need, allergy or medical condition will have access to this policy and other relevant policies specific to their child or young persons health management and communication plans.

RESOURCES

[ASCIA anaphylaxis e-training for schools and early childhood education/care](#)

[ASCIA plans for Anaphylaxis](#)

[Coeliac Australia](#)

[Cystic Fibrosis Australia](#)

[Diabetes Australia](#)

[Epilepsy Foundation](#)

[National Asthma Australia](#)

[National Allergy Strategy](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Medical Conditions Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Administration of Medication Procedure	Medication Update Letter to parents
Administration of Medication Form	Medical Conditions Register
Authorisation to Display Medical Management Plan	Medical Management Plan
Managing a Medical Condition Procedure	Medical Risk Minimisation Plan

Medical Communication Plan	Notification of Changed Medication Medical Status
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SOURCES

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework.](#)
 Australian Children’s Education & Care Quality Authority (ACECQA). 2021. [Policy and Procedure Guidelines. Dealing with Medicals in Children Policy Guidelines.](#)
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 Early Childhood Australia Code of Ethics. (2016).
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[Education and Care Services National Regulations.](#) (Amended 2023).
 Federal Register of Legislation *Privacy Act 1988.*
 National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
Occupational Health and Safety Act 2004.
 Revised National Quality Standard. (2018).
 Department of Education Victoria *Meeting children’s health needs* (2020).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Xin Wang	Deputy Director	8/11/2024
POLICY REVIEWED	JUNE 2024	NEXT REVIEW DATE	JUNE 2025
VERSION NUMBER	V11.06.24		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • added reference to other key policies for managing asthma, anaphylaxis and diabetes within Service • method for families to notify Service of changes to child’s medical management plan added • minor changes within policy as best practice • updated Childcare Centre Desktop Resources to support implementation of this policy 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2023	<ul style="list-style-type: none"> • annual policy maintenance • hyperlinks checked and repaired as required • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added 	JUNE 2024	

	<ul style="list-style-type: none"> link to Western Australian Education and Care Services National Regulations added in 'Sources' 	
JUNE 2022	<ul style="list-style-type: none"> policy maintenance minor formatting edits within text hyperlinks checked and repaired as required 	JUNE 2023
OCTOBER 2021	<ul style="list-style-type: none"> Policy reviewed and included suggested guidelines from ACECQA Dealing with Medical Conditions in Children (June 2021) Additional section added <i>Cook and Food Handlers</i> inclusion of legislation for information sharing schemes including -Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) for Vic. Services National Allergy Strategy link added 	JUNE 2022
MAY/JULY 2021	<ul style="list-style-type: none"> relevant regulations updated Duty of Care section added inclusion of staff annual ASCIA anaphylaxis e-training as best practice detailed procedure of management of high-risk scenarios resources added for management of medical conditions sources checked for currency and updated as required 	JUNE 2022
MARCH 2020	<ul style="list-style-type: none"> additional information added to points additional wording added to include diagnosed health care need, allergy or relevant medical condition inclusion of asthma, anaphylaxis and diabetes policies additional sources 	JUNE 2021
JUNE 2019	<ul style="list-style-type: none"> Contextualised for OSHC Some grammar, punctuation and spelling edited Additional information added to points Sources/references added & alphabetised Related policies added 	JUNE 2020
JUNE 2019	<ul style="list-style-type: none"> New policy created to support the health and safety of children 	JUNE 2020