

## STATEMENT

Kogarah Community Services Inc. (KCS) works closely with children; families, our local schools and other health professionals to manage medical conditions of children attending the Service. KCS will support children with medical conditions to participate fully in the day-to-day program in order to promote their sense of wellbeing, connectedness and belonging to the service ("My Time, Our Place" 1.2, 3.1).

Our educators will be made fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality ("My Time, Our Place" 1.4). Medications will only be administered to children in accordance with the National Law and Regulations.

## PURPOSE

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

## SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the OSHC Service.

## DUTY OF CARE

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

- A. a safe environment for children free of foreseeable harm and
- B. adequate supervision of children at all times.

## IMPLEMENTATION

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Our OSHC Service is committed to adhering to privacy and confidentiality policies and procedures when dealing with individual health care needs, allergies or relevant medical requirements 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. It is imperative that all educators and volunteers at the Service follow a child's medical management plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

## THE APPROVED PROVIDER/ MANAGEMENT WILL ENSURE:

- All enrolment forms are reviewed to identify any specific health care need, allergy or medical condition;
- parents are provided with a copy of the Service's Medical Conditions Policy and any other relevant medical conditions policy
- parents are provided with a copy of the Service's Medical Conditions Policy
- WA child is not enrolled at, nor will attend the Service without a medical management plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma inhalers (asthma puffer), adrenaline auto injection devices (Epi-pen) and insulin;
- Educators and staff have knowledge and access to this policy and relevant health management policies; (Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy)

- Educators have a clear understanding of children's individual health care needs, allergy or relevant medical condition;
- new staff members are provided with induction and ongoing training to assist managers, educators and other staff effectively and children with medical management plans are clearly identified
- All aspects of operation of the Service must be considered to ensure inclusion of each child into the program;
- To develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and lead educators to ensure 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;
- At least one Educator is present at all times with a current accredited first aid certificate, emergency asthma and anaphylaxis management certificate; (as approved by ACECQA)
- Educators have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition;
- Families provide required information on their child's health care need, allergy or relevant medical condition, including:
  - medication requirements
  - allergies
  - medical practitioner contact details
  - medical management plan
- A medical management plan has been developed in consultation with parents and the child's medical practitioner (if necessary) and provided to the Service and/or
  - an individual Asthma or Anaphylaxis Action Plan is developed in consultation with parents and the child's medical practitioner
  - an individual Diabetes Management Plan is developed in consultation with parents and the child's medical practitioner
- 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 and risk management plan
- Record any prescribed health information and retain copies of medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's enrolment folder;
- Educators have access to emergency contact information for the child;
- Educators are informed of children and staff members who have specific medical conditions, food allergies, the type of condition 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 (in an area not generally available to families and visitors) but known to educators in the Service;
- 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 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 (regulation 173)
- 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). See Child Protection Policy for further information regarding legal obligations to sharing of information as per CISS or FIVSS schemes.)

**THE NOMINATED SUPERVISOR/RESPONSIBLE PERSON/EDUCATORS WILL ENSURE:**

- In the event that of a high-risk scenario where a child suffers from an allergic incident, situation, or event related to a medical condition the Service will follow the child's emergency medical management plan as per Regulation 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 Nominated Supervisor will ensure the Incident, Injury, Trauma and Illness Record is completed in its entirety
- the Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.

**EDUCATORS PREPARING FOOD 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 the Service with accurate and update information about their child's health needs, allergies, medical conditions and medication requirements on the enrolment form;
- the Service enrolment form is completed in its entirety providing specific details about the child's medical condition
- They provide the Service with a medical management plan prior to enrolment of their child;
- They consult with the Service to develop a risk minimisation plan and communication plan
- They provide specific details about the child's medical condition on the enrolment form;
- They notify the Service of any changes to the medical management plan through the communication plan and/or meetings with the Responsible Person;
- They provide adequate supplies of the required medication and medical authorisation if needed for the child;
- They provide enrolment documentation of any medical condition annually.

**MEDICAL MANAGEMENT PLAN**

Any medical management plan provided by a child's parents/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;
- 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;
- Contact details of the medical practitioner doctor who signed the plan;
- The date of when the plan should be reviewed (if applicable).

- A copy of the medical management plan will be filed in a folder for educators and staff to review in order to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area available to staff of the Service.
- the Service must ensure the medical management plan remains current at all times
- educators and staff are updated immediately about any changes to a child's medical management plan

### RISK MINIMISATION PLAN

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

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:

- That the risks relating to the child's 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 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;
- Practices are developed and implemented to ensure that all educators can identify the child, the child's medical management plan and the location of the child's medication;
- 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;
- Risk Minimisation Plans are reviewed at least annually and/or revised with each change in the medical management plan in conjunction with parents/guardians;
- Parents are notified by the Service in advance of any special activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed;
- Appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the Infectious Disease Policy;

### COMMUNICATION PLAN

The communication plan explains how relevant staff members and volunteers are informed about the medical management and risk management plans and how the parent of the child can communicate any changes to the diagnosed health care need, allergy or medical condition.

A communication plan will be created between the parent/guardian and the Nominated Supervisor/Responsible Person during enrolment to ensure:

- All relevant educators are informed of the Medical Conditions Policy, the medical management plan and risk minimisation plan for the child; and
- A parent can communicate any changes to the medical management plan and risk management plan for the child with the Service by contacting the Responsible Person by face-to-face meeting, telephone or email.

At all times, families who have a child with a diagnosed healthcare need, allergy or medical condition will provide the Service with a copy of this policy and other relevant policies specific to their child's health management and communication plans.

## CONTINUOUS IMPROVEMENT/REFLECTION

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

## COMPLIANCE

NATIONAL QUALITY STANDARD (NQS) QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
<b>2.1</b>	Health	Each child's health and physical activity is supported and promoted.
<b>2.1.1</b>	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
<b>2.2</b>	Safety	Each child is protected.
<b>2.2.1</b>	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazards.
<b>2.2.2</b>	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW NSW	
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 condition 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(c) and (d)	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
174	Time to notify certain circumstances to Regulatory Authority

## SOURCE

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority (ACECQA). 20201. Policy and Procedure Guidelines. Dealing with Medicals in Children Policy Guidelines.
- 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).
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- 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 Framework. (2017). (amended 2020).
- 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).

## 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](#)

## RELATED DOCUMENTS

- Acceptance and Refusal of Authorisations Policy
- Administration of Medication Policy
- Asthma Management Policy
- Anaphylaxis Management Policy
- Child Safe Environment Policy
- Diabetes Management Policy
- Enrolment Policy Epilepsy Management Policy
- Family Communication Policy
- Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition Food Safety Policy
- Privacy and Confidentiality Policy
- Sick Children Policy
- Supervision Policy
- Work Health and Safety Policy

## RECORD OF REVISIONS

*Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.*

<b>File Reference</b>	CSP027 – Medical Conditions			
<b>Date Created</b>	October 2021	<b>Created By</b>	Jordan Ross	<b>Responsible</b> Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	OM	Compliance with NQF & Rebrand	January 2016	External
V2	TT	Grammatical Corrections	July 2017	External
V3	TT	Inclusion of ECECD spot check comments	September 2020	External
V4	SR	Content Review	February 2021	External
V5	JR	<ul style="list-style-type: none"> <li>Reformat</li> <li>Rewording</li> <li>Duty of Care section added</li> <li>relevant regulations updated</li> <li>resources added for management of medical conditions</li> </ul>	October 2021	External
V5	MT	Content review, formatting and approval	25/11/2021	External
V6	JR	<ul style="list-style-type: none"> <li>Policy reviewed and included suggested guidelines from ACECQA Dealing with Medical Conditions in Children (June 2021)</li> <li>Additional section added for educators preparing food</li> <li>National Allergy Strategy link added</li> <li>policy maintenance</li> <li>inclusion of legislation for information sharing schemes including -Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) for Vic. Services</li> <li>minor formatting edits within text</li> <li>hyperlinks checked and repaired as required</li> </ul>	22/2/2023	External