

## POLICY – MEDICAL CONDITION POLICY

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### 1. National Quality Standards

Area	Concept	Descriptor
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
2.1.2	Health practice and Procedures	Effective illness and injury management and hygiene practices are promoted and implemented
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

### 2. Purpose

2.1 The purpose of this Policy is to ensure that Baringa Childcare Centre can efficiently respond to and manage medical conditions while maintaining the safety and wellbeing of children and staff.

### 3. Scope

3.1 This policy applies to children, families, staff, management, and visitors of the Centre.

### 4. Definitions

4.1 **Medical Management Plan:** A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

4.2 **Risk minimisation:** The implementation of a range of strategies to reduce the risk of an adverse effect of a specific medical condition at the Centre.

4.3 **Risk Minimisation Plan:** A service-specific plan that details each child's medical condition and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The Risk Minimisation Plan should be developed by families of children with specific medical conditions that require Medical Management Plans, in consultation with educators/staff at the Centre upon enrolment or diagnosis of the condition.

## 5. Implementation

5.1 Baringa Childcare Centre is committed to adhering to privacy and confidential procedures when dealing with individual health requirements. Several concerns must be considered when a child with a diagnosed health care need, allergy or medical condition is enrolled at the Centre. Key requirements must be in place prior to the child commencing at the Centre to ensure their health and safety.

5.2 Centre Management will ensure:

1. Educators and Staff have a clear understanding of children's individual medical conditions.
2. Communication between families and Educators is ongoing and effective.
3. Educators receive the appropriate training in managing specific medical conditions.
4. There is always an Educator in attendance with a current accredited first aid and CPR training for specific medical conditions.
5. Educators have a clear understanding of their role and responsibilities when caring for children with a medical condition.
6. Families are required to provide information on their child's medical condition, including, but not limited to-
  1. Medication
  2. Allergies
  3. Medical practitioner and emergency contact details
  4. Medical Management Plan
7. A Medical Management Plan/Risk Minimisation Plan has been developed in consultation with families and the child's medical practitioner.
8. All staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the Centre's procedures for dealing with emergencies involving allergies and anaphylaxis.
9. To gain parent/guardian permission to display children's Medical Management Plans.
10. A copy of the child's Medical Management Plan is available in all rooms and known to staff.
11. A child is not enrolled at the Centre without a Medical Management Plan and prescribed medication by their medical practitioner. In particular, medication that is used in life threatening events such as asthma inhalers, adrenaline auto-injection devices and insulin.

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

1. Follow the child's Emergency Medical/Action Plan.
2. Commence first aid measures/monitoring

3. If necessary, call an ambulance immediately
4. Contact the parent/guardian when practicable (within 24 hours)
5. Contact the emergency contact if the parents or guardian can't be contacted when practicable (within 24 hours)
6. Notify the Regulatory Authority (within 24 hours)

#### 5.4 **Medical Management Plan**

1. Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan includes:
  1. Supporting documentation if appropriate
  2. Includes a photo of the child
  3. Triggers of the allergy or medical condition, if relevant
  4. First aid needed
  5. Medical Practitioner/ Authoriser contact details
  6. Review date

5.5 A copy of the Medical Management Plan will be made available to Educators to ensure the safety and wellbeing of the child.

5.6 The Centre must ensure the Medical Management Plan remains current at all times.

#### 5.7 **Risk Minimisation Plan**

1. All children with a diagnosed medical condition must have a Risk Minimisation Plan in place.
2. Correspondence with the parents/guardian will commence as soon as the Centre has been advised of the medical condition. During this time 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 relevant medical condition are assessed and minimised
  2. That practices and procedures concerning the safe handling, preparation and consumption and service 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. All Staff can identify the child, the child's Medical Management Plan and the location of the child's medication are developed and implemented
  5. That the child does not attend the Centre without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or relevant medical condition

5.8 Plan(s) in conjunction with parents/guardians will be reviewed at least annually and/or will be revised with each change in the Medical Management Plan

5.9 All relevant information pertaining to the child's health and medical condition is communicated to parents.

5.10 Any special activities taking place such as celebrations, sporting events and excursions have a plan to maintain safe inclusion of children.

5.11 Appropriate hygiene practices are followed when managing medical conditions in line with the Infection Control Policy.

5.12 Risk Minimisation Plans will be reviewed in collaboration with families every twelve months.

**5.13 Communication Plan**

1. A Communication Plan will be created in collaboration with the parents/guardian to ensure:

1. All relevant staff and volunteers are informed about the Medical Conditions Policy and individual Medical Management Plans and Risk Minimisation Plans for the child; and
2. Parents must advise in writing changes to the Medical Management Plan and Risk Management Plan for the child.

5.14 Families who have a child attending the Centre who have a diagnosed medical condition will be provided with a copy of this Policy which includes a communication plan.

**6. Related Legislation and Documents**

Legislation	Related Policies
Education and Care Services National Regulation	Sick Children Policy
Children (Education and Care Services) National Law NSW	Emergency Aid and Medical Treatment Policy
National Quality Standard	Infection Control Policy
Occupational Health and Safety Act	Exclusion of Children with Medical Condition (Illness) Policy
Revised National Quality Standard	

**7. Feedback**

Families and staff may provide feedback about this document by emailing [admin@baringachildcare.com](mailto:admin@baringachildcare.com)

**8. Approval and Review Details**

Approval and Review	Details
Approval Authority	Executive Officer
Administrator	Centre Director
Next Review Date	30 June 2021

Approval and Amendment History	Details
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