

# Dealing with Medical Conditions Policy

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## Quality Area 2: Children's health and safety

**Standard 2.1** Each child's health is promoted.

Element 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented.

**Standard 2.2:** Each child is protected

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

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## **POLICY STATEMENT**

Arabanoo will work closely with children, families and staff at Balgowlah Heights Public School (BHPS) and other health professionals to manage medical conditions of children attending the service. Arabanoo will support children with medical conditions to participate fully in the day to day program in the service in order to promote their sense of well being, connectedness and belonging to the service (*"My Time, Our Place"* 1.2, 3.1).

At least 50% of all Arabanoo staff have a current first aid qualification and at least 75% receive annual CPR Training. On each shift/excursion/group at least one staff member will have first aid training (this includes anaphylaxis and asthma management) and CPR Training.

Arabanoo staff will be made fully aware of the nature and management of any child's medical condition and will respect the child and family's confidentiality (*"My Time, Our Place"* 1.4). The Dealing With Medical Conditions policy will be provided to parents/carers who inform Arabanoo in writing that their child has a medical condition and a medical plan will be handed in to Arabanoo by the parent/carer for each child that identifies with a medical condition.

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## CONSIDERATIONS

| Education and Care Services National Regulations | National Quality Standard                 | Service policies/documentation   | Other   |
|--|---|--|---|
| 90-91, 168                                       | 2.1, 2.2,<br>6.2.1, 6.2.2<br>7.1.1, 7.2.1 | Confidentiality Policy,<br>Administration of Medication<br>policy<br>Illness and infectious diseases | Disability<br>Discrimination Act<br>1975<br>NSW Anti-<br>discrimination Act<br>1977<br>Work Health and<br>Safety Act 2011 |

## ENDORSEMENT BY THE SERVICE:

**Approval date:** 29 May 2019

**Date for Review:** May 2021

## Policy History

### Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

### Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Natalie Slessor and Belinda Edmunds, May 2013.

### Version 3.0

Reviewed by Anna Sherington and Jane Ellis, June 2014

| Version | Date reviewed  | Who by                         | Area changed                   | Changes made   | Authorisation                      |
|---------|----------------|--------------------------------|--------------------------------|--|------------------------------------|
| 4.0     | 12 August 2015 | Nicole Torrance and Kim Algie  | Procedures                     | Changed the wording  | Kerry Sinclair<br>12 February 2016 |
| 5.0     | 17 August 2016 | Craig Dent and Eloise Campbell | Policy Statement and Procedure | Amount of staff required to have first aid training.<br>Medical Management Plan wording and procedure. | Belinda Edmunds 30 November 2016   |

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|-----|------------|--|--------|---|------------------------------|
| 6.0 | 1 May 2019 | Rowan<br>Friend and<br>Stuart<br>Dodwell | Policy | Percentage of staff<br>required to have first<br>aid and CPR Training | Kate Sellick – 8<br>May 2019 |
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# Dealing with Medical Conditions Procedure

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## PROCEDURES

- Parents/carers are required to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded by the parent/carer on the child's enrolment form. Upon notification of a child's medical condition Arabanoo will provide all parents/carers with a copy of the Administration of Medication Policy in accordance with regulation 91.
- Specific or long term medical conditions of a child will require the completion of Arabanoo's Medical Management Plan (MMP) with the child's doctor and parent/carer signatures. Plans are provided by Arabanoo and are required to be completed and returned before the child's first day of attendance.
- Arabanoo will develop a risk minimisation plan and a communication plan in consultation with the parents/carers in order to support the best interests of the child and to meet regulatory obligations. The Nominated Supervisor will meet with the parents/carers and relevant health professionals as soon as possible prior to the child's attendance of the service to determine the content of that plan to assist in a smooth and safe transition of the child into the service.
- Content of the risk minimisation plan and communication plan will include:
  1. Identification of any risks to the child or others by their attendance at the service.
  2. Identification of any practices or procedures that need adjustment at the service to minimise risk e.g. food service,
  3. Process and time line for orientation procedures for Arabanoo staff
  4. Methods for communicating any changes to a child's Medical Management Plan
- The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition ( this is in accordance with regulation 90). All staff including volunteers and administrative support will be informed of any special medical conditions affecting children and orientated to their management. In some cases specific training will be provided to Arabanoo staff to ensure that they are able to effectively implement the Medical Management Plan.
- Where a child has an allergy the parents/carers will be asked to supply a letter from their doctor explaining the effects if the child is exposed to whatever they are allergic to and to explain ways the staff can help the child if they do become exposed.
- Where possible Arabanoo will endeavour to not have that allergen accessible in the service.
- All medical conditions of children including food allergies will be placed on a noticeboard near the kitchen area (out of sight of general visitors and children). It is deemed the responsibility of each staff member at the service to regularly read and refer to the list.
- All relief staff will be informed of the list on initial employment and provided orientation on what management to take in the event of a medical emergency involving that child including what staff member will be responsible for implementing the plan based on training and experience.
- Where a child has a life threatening food allergy and the service provides food, the service will endeavour not to serve the particular food allergen in the service and families in the service will be advised not to supply that allergen. Parent/carers of children with an allergy may be asked to supply a particular diet if required ( e.g. soy milk, gluten free bread).

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- Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods) the child with a food allergy will be seated separately during meal times and all children will wash their hands before and after eating.

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| 6.0     | 1 May 2019     | Rowan Friend and Stuart Dodwell | Standards                      | Updated to the new NQS  | Kate Sellick – 8 May 2019           |