

Dealing with Medical Conditions Policy

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.

POLICY STATEMENT

Arabanoo is committed to working collaboratively with children, families, educators, and other healthcare professionals to effectively manage the medical conditions of children attending our service. Our aim is to support children with medical conditions in actively participating in the day-to-day program, fostering their wellbeing, sense of connectedness, and belonging to the service, in alignment with the principles of My Time, Our Place and our legislative requirements.

The principles outlined in the policy to support child wellbeing in relation to medical conditions:

- **Staff Awareness**
All educators and staff will be informed about any children diagnosed with a medical condition or specific healthcare needs, as well as the established risk minimisation procedures.
- **Risk Minimisation and Communication**
Children with diagnosed medical conditions will have current risk minimization and communication plans accessible to all staff. Staff will be trained in the administration of emergency medication.
- **Partnership with Families**
We will collaborate with families of children with diagnosed medical conditions to develop a risk minimisation plan, ensuring that risks related to their specific healthcare needs or relevant medical conditions are assessed and minimised. Alongside the risk minimisation plan, a communication plan will be established to inform staff about any changes to the child's medical or risk management plans.
- **Culturally Sensitive Communication**
We are committed to communicating with families about their children's health requirements in a culturally sensitive manner.

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CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
85, 86, 86, 89, 90,91, 92, 93, 94, 95, 96, 136, 162 (c) and (d) 168, 170, 171, 172 National Law Section 167	2.1, 2.2, 6.2.1, 6.2.2 7.1.1, 7.2.1	Confidentiality Policy, Administration of Medication policy Illness and infectious diseases	Disability Discrimination Act 1975 NSW Anti-discrimination Act 1977 Work Health and Safety Act 2011

ENDORSEMENT BY THE SERVICE:

Approval date: Sept 2024

Date for Review: Sept 2026

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

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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 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. Medical Managment Plan wording and procedure.	Belinda Edmunds 30 November 2016
6.0	1 May 2019	Rowan Friend and Stuart Dodwell	Policy	Percentage of staff required to have first aid and CPR Training	Kate Sellick – 8 May 2019
7.0	August 2023	KW OSHC Consulting	Considerations	Updated to include more regulations and reference to National Law	Rowan Friend – 3 Sept 2024
			Policy Statement and Rationale	The policy statement has been revised to emphasise collaboration with children, families, educators, and healthcare professionals to effectively manage the medical conditions of children attending the service.	

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DEFINITIONS

Communication plan	A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.
Medical condition	This may be described as a condition that has been diagnosed by a registered medical practitioner. (Guide to the NQF)
Medical Management Plan	A document that has been prepared and signed by a registered medical practitioner 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.
Risk minimisation plan	A document prepared by service staff for a child, in consultation with the child's parents, setting out means of managing and minimising risks relating to the child's specific health care need, allergy or other relevant medical condition. (Guide to the NQF)M

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PROCEDURES

Prior to a child with a medical condition attending the Service

- Families/carers must inform the service of any medical conditions the child may have during the enrolment process.
- Upon notification of a child's medical condition Arabanoo will provide all families/carers with a copy of the Administration of Medication Policy and Dealing with Medical Conditions Policy (in accordance with regulation 91).
- Specific or long term medical conditions require the completion of Arabanoo's Medical Management Plan (MMP) with signatures from the child's doctor and family member/carer.
- Plans are provided to Arabanoo and are required to be completed and returned before the child's first day of attendance.
- Allergies will be addressed by providing a doctor's letter explaining the effects and necessary educator assistance. This will inform the risk minimisation plan.
 - Where possible Arabanoo will endeavour to not have that allergen accessible in the service.
- 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).
- Arabanoo will collaborate with families/carers to develop risk minimization and communication plans for children with specific healthcare needs, allergies, or relevant medical conditions.

Risk Minimisation and Communication Plans

- The Nominated Supervisor will meet with the parents/carers and relevant health professionals prior to the child's attendance of the service to determine the content of the plan.
- Content of the risk minimisation plan and communication plan will include:

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- Identification of any risks to the child or others by their attendance at the service.
- Identification of any practices or procedures that need adjustment at the service to minimise risk e.g. food service,
- Process and time line for orientation procedures for Arabanoo staff
- Methods for communicating any changes to a child's Medical Management Plan
- 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.

Procedures for when the child is at the Service

- 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).
- Arabanoo will display a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service (in accordance regulation 173)
- 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.
- Relief staff will be informed of the list and provided orientation on handling medical emergencies.
- Educators will be reminded during afternoon briefings about children with medical conditions and the procedures to support their inclusion in the program.

Roles and Responsibilities

Approved Provider (in consultation with the Service Nominated Supervisor):

- Ensure compliance with the Dealing with medical conditions in children policy and procedures, including the completion of appropriate medical management plans and risk assessments to minimize risks to the child's health (regulation 90).

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- Ensure that all educators and staff receive training during the induction process and ongoing training on managing medical conditions, such as asthma, anaphylaxis, and any specific requirements for the enrolled child in their care.
- Display a notice in a visible position from the main entrance if a child is at risk of anaphylaxis, to inform families and visitors to the service.
- Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers adhere to the policy and procedures.
- Ensure that copies of the policy and procedures are easily accessible to nominated supervisors, educators, staff, and volunteers and available for inspection.
- Provide at least 14 days' notice to families before making changes to the policy or procedures that significantly impact fees, the service's education and care of children, or the family's ability to utilize the service.

Nominated Supervisor:

- Provide families of children with specific medical conditions a copy of the Dealing with medical conditions in children policy (regulation 91) and any other relevant policies.
- Collaborate with families to develop risk minimization plans for children with medical conditions or specific healthcare needs.
- Establish a written plan for ongoing communication between families and educators as part of the risk minimization plan, covering the child's medical condition and any changes or specific needs. This plan should be in place before a child commences at the service or as soon as possible after diagnosis for currently attending children.
- Implement the Dealing with medical conditions in children policy and procedures and ensure that all action plans are carried out in accordance with them.
- Update the risk minimisation plan and communicate any changes to the policy, procedures, or individual child's medical condition or specific healthcare needs to all educators and staff.
- Notify the approved provider of any issues encountered during the implementation of the policy and procedures.
- Display the medical management plan (from the doctor), considering children's privacy and confidentiality, and ensure that all educators and staff are aware of and follow the risk minimisation plans developed by the service for each child.
- Maintain ongoing communication with families, providing regular updates on the management of the child's medical condition or specific healthcare needs.

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- Ensure that educators and staff receive the necessary training to address the medical conditions or specific healthcare needs of the children enrolled in the service.
- Promote the inclusion of all children in the service.
- Ensure that all educators and staff are aware of and follow the risk minimization procedures, including emergency procedures for using EpiPens, to ensure the well-being of the children.

Educators:

- Ensure that all action plans are followed in accordance with the Dealing with medical conditions in children policy and procedures.
- Monitor the health of the child closely and be vigilant of any symptoms or signs of ill health. Communicate with families promptly when changes occur.
- Ensure that medication is administered to children in the presence of two educators.
- Maintain regular communication with families and ensure that all educators and staff, including the nominated supervisor, are informed of any changes to a child's medical condition.
- Familiarise yourself with the individual needs and action plans for children in your care with specific medical conditions.
- Complete and implement a new risk assessment when there are changes in circumstances related to a child's specific medical condition.
- Consider the health and medical needs of all children during excursions, including having a first aid kit, personal medication, and management plans, as necessary.
- Keep your first aid, CPR, asthma, and anaphylaxis training certifications up to date as approved.
- Participate in specific training, as required, to ensure the appropriate management of a child's specific medical condition, and keep the training updated as needed.
- ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are adhered to
- ensure all changes to child's medical management plan or risk minimisation plan are implemented immediately within the menu preparation.

Families:

- Inform the service about your child's medical condition and provide details of their specific needs related to the condition.

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- Provide regular updates to the service regarding any changes in your child's medical condition, ensuring that all required information is up-to-date.
- Submit a medical management plan from a doctor upon enrollment or upon diagnosis of the medical condition. Provide updated plans as necessary, following the requirements outlined in the provided links.
- Collaborate with the service staff to develop a risk minimization plan, working together to assess and minimize the risks associated with your child's specific health care needs or medical condition.

CONSIDERATIONS

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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
7.0	August 2023	KW OSHC Consulting	Definitions	Included a section defining specific documents that families and educators may not be aware of prior to reading the policy.	Rowan Friend – 3 Sept 2024
			Formatting	Reformatted the policy statement	

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				to enhance clarity and readability. This included adding headings and subheadings	
			Procedures	The procedures section has been reorganised and rephrased to provide clearer instructions.	
			Roles and Responsibilities	The policy has been updated to include clear roles and responsibilities, ensuring clarity and consistency in implementing the policy. The approved provider is responsible for overseeing compliance with the policy and ensuring staff training.	