

## Medical Conditions Policy



### Statement / Aim

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, educators and visitors.

### Procedure

- Families are required to provide information about their child's medical conditions on the Enrolment Form. This must include information on how the medical condition is managed.
- Parents must inform the centre at the time of enrolment if their child suffers from Diabetes, Asthma, is at risk of Anaphylaxis or any other medical condition.
- Parents are responsible for updating the service on any changes to the details surrounding their child's allergy or medical condition. These changes must be communicated in writing via email. Any plans associated with the child's allergy or medical condition will be updated accordingly based on any new information.
- All Action Plans, Risk Minimisation Plans and Medical Management Plans are reviewed annually and updated, as necessary.
- Changes to details of medical conditions or allergies will be passed onto staff as soon as practical through our communication app 'Slack' in the '*allergy-medicalconditions*' channel.
- All medical conditions for children will be displayed on the blue poster in each room:
  - Allergy – White card
  - Anaphylaxis – Red card
  - Asthma – Blue card
  - Any other medical condition – Yellow card
- The service will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.
- All educators at the service must be able to locate a child's medication easily. The location of this medication will be clearly labelled.
- Emergency Medication will be kept in an accessible bag/box so that it can be easily taken in the event of an emergency evacuation
- Risk minimisation practices will be developed in collaboration with the child's family to ensure that risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- A Medical Management Plan and Risk Minimisation Plan will be developed in consultation with the child's family for any children with a medical condition. This plan will be displayed in the room and also in the staff room. The plan will also be displayed in the kitchen if relevant to the preparation of food.

- Medical Management Plans and Risk Minimisation Plans will be reviewed every 12 months.
- Routinely, the service will review each child's medication to ensure it hasn't expired. This is part of the monthly room checklist.
- To minimise risk, children are required to be seated (mat or table) at all times while they are eating.
- All new staff, students and/or volunteers will be made aware of existing children that suffer from an allergy or medical condition as part of their induction process.
- All staff will be informed and given details of the allergy or medical condition of a new child enrolling at the service, prior to their enrolment commencing. This will be done through the 'child profile' for the relevant room and on our communication app 'Slack' for all other staff members.
- All new staff members are sent the 'medical conditions policy' as part of the new staff welcome email.
- Medical conditions policy will be provided to the parents of a child enrolled at an education and care service that has a specific health care need, allergy or other relevant medical condition. This is provided to all families in the welcome package sent to them on enrolment.
- Refer to Nutrition, Food & Beverage Handling and Dietary Requirements Policy for further information on the preparation of food for children with medical conditions.
- Children are not permitted to attend the service without their required medication.
- Families enrolled in the centre will be informed of any items that are prohibited which may present a hazard to children with diagnosed medical conditions (eg. Nuts).
- An Illness form will be completed when a child receives emergency medication as soon as practical.

### **Asthma**

- Families must advise the centre on enrolment of their child or on initial diagnosis that their child has asthma
- An Asthma Management Plan from the child's doctor must be provided to the centre for all children who suffer from Asthma
- Asthma Management Plans will be clearly displayed in the room.
- Parents are required to provide a reliever puffer and spacer to keep at the centre.
- A spare reliever puffer and spacer will be kept in the centre and is located in the Emergency Evacuation Bag.
- All educators, students, volunteers will be made aware of children that suffer from Asthma
- There will be an educator on the premises at all times with specialised Asthma Training
- Child's individual Asthma Management Plan will be followed in the event of an attack
- Asthma Action Plan should be kept in the child's enrolment file and also be displayed in the service. A copy should also be kept in the emergency box taken out in an emergency.
- If the child is taken on an excursion, a copy of the management plan will be taken on the excursion
- If no Asthma Management Plan has been provided, the Asthma First Aid Procedure from Asthma Australia will be followed in the event that a child has difficulty breathing

- Encourage open communication between families and staff regarding the status and impact of the child's asthma.
- A risk minimisation and medical management plan will be developed in consultation with the parents of a child with Asthma and must be displayed in the child's room.
- Asthma puffer expiry dates are checked each month.

### **Anaphylaxis**

- An Anaphylaxis Management Plan from the child's doctor must be provided to the centre for all children who are at risk of Anaphylaxis
- Anaphylaxis Management Plans will be clearly displayed in the room.
- An EpiPen is to be provided by the parent and kept here at the centre
- Any other medication required by the Management Plan will be located with the EpiPen
- Child's individual Anaphylaxis Management Plan will be followed in the event of an attack
- EpiPens will be kept in the room emergency box so that it is easily accessible and can be taken out in an emergency evacuation.
- Anaphylaxis Action Plan should be kept in the child's enrolment file and also be displayed in the service. A copy should also be kept in the emergency box taken out in an emergency.
- If the child is taken on an excursion, a copy of the management plan will be taken on the excursion along with the required medication.
- All educators, students, volunteers will be made aware of children that are at risk of Anaphylaxis
- There will be an educator on the premises at all times with specialised Anaphylaxis Training
- Educators with specialised Anaphylaxis Training will be displayed in the foyer and on the staff roster
- No child who has been prescribed an adrenaline auto-injection device is permitted to attend the service without the device unless there is a spare one on the premises
- A medical management and risk minimisation plan will be developed in consultation with the parents of a child at risk of anaphylaxis and be displayed in the child's room.
- Families need to be made aware that it is not possible to achieve a completely allergen-free environment. We recognise the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction.
- A notice will be displayed in the foyer stating that a child/children at risk of anaphylaxis is enrolled in the centre.
- EpiPen expiry dates are checked each month.

### **Diabetes**

- There will be an educator on the premises at all times with First Aid training.
- Children with diabetes will be identified during the enrolment process
- A Diabetes Action Plan from the child's doctor must be provided to the centre for all children who with a diagnosis of Diabetes. This will contain information for the

child's *Diabetic Management* and outline what to do in relation to any *Diabetic Emergency* that the child might face

- Ensure families provide the child's testing kit and hypo pack if required
- Educators will ensure they are familiar with the signs and symptoms and the emergency treatment of low blood glucose levels
- Educators will call an ambulance if they feel emergency treatment is required
- Ensure that the child's Diabetes Action Plan is followed at all times.

### **Considerations / Resources**

- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- Asthma Foundation NSW
- National Quality Framework 2011
- Australian Society of Clinical Immunology and Allergy Inc.

**Date for next review:** September 2020