

15.1 Medical Conditions Procedure

Quality Area 2:	CHILDREN'S HEALTH & SAFETY
Standard 2.1.2	Health practices and procedures
Regulation 90	Medical Conditions Policy
Regulation 90(1)(v)	Medical Conditions Communication Plan

PURPOSE

To support children’s wellbeing and manage precise health requirements, our service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are developed and implemented. The service will work closely with families to ensure that their child’s individual medical needs are understood and effectively managed whilst in attendance at the service.

SCOPE

This procedure applies to all children, educators, visitors and management of the Service

IMPLEMENTATION

Service Manager /Nominated Supervisor/ Responsible person will:

- Ensure a child with a diagnosed medical condition including Asthma, Diabetes or a diagnosis that a child is at risk of anaphylaxis, who is enrolled in the service has all relevant documentation completed prior to commencement the *Medical Risk Minimisation Plan* and the *Medical Management Plan*
- Educators and Staff have a clear understanding about children’s individual medical conditions
- Communication between families and Educators is on-going and effective
- A communications plan is documented for each child
- Educators receive appropriate training in managing specific medical conditions via the communications plan
- There is always an educator in attendance with a current accredited First Aid and CPR training for specific medical conditions on duty
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition
- Families provide required information on their child’s medical condition, including:
 - Medication
 - Allergies
 - Medical Practitioner contact details
 - *Medical Management Plan*
- A *Medical Management Plan* has been developed in consultation with families and the child’s medical practitioner and that it remains current whilst the child is enrolled at the service
- Educators have emergency contact information for the child

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- Casual relief educators are informed of children and staff who have specific medical conditions or 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 and known to staff in the service
- A child will not be enrolled at the Service who has a medical condition without a *Medical Management Plan* and prescribed medication by their medical practitioner. In particular, medical conditions that are life threatening such as asthma inhalers, adrenaline auto injection devices and Insulin. This is so at all times, children are safe and supported to maintain their health

Educators will:

- Understand the individual requirements for children who have medical conditions
- Communicate with the family on an on-going basis
- Ensure the child's *Medical Management Plan* is on display in the room at all times
- Ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day
- Notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
- Ensure appropriate hygiene practices are followed when managing medical conditions in line with the *Control of Infectious Diseases Policy*

Families will:

- Provide the service with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal communication/meetings
- Ensure the service enrolment form is completed in its entirety providing specific details about the child's medical condition
- Notify the service if any changes are to occur to the *Medical Management Plan*
- Provide the required medication and complete the long-term medication record
- Review the child's *Medical Management Plan* every 6 months and provide a new plan every year. This should also be renewed if any information on the plan changes

Medical Management Plan

Any *Medical Management Plan* provided by a child's parents and/or registered medical practitioner.

This Plan should:

- have supporting documentation if appropriate
- include a photo of the child
- if relevant, state what triggers the allergy or medical condition
- include first aid needed
- Include contact details of the doctor who signed the plan
- state when the plan should be reviewed

A copy of the *Medical Management Plan* will be displayed for Educators and Staff to see to ensure the safety and wellbeing of the child

Risk Minimisation Plan

All children with a diagnosed medical condition must have a *Medical Risk Minimisation Plan* in place.

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A meeting will be arranged with the parents/guardian as soon as the Service has been advised of the medical condition. During this meeting, a *Medical 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 relevant medical condition are assessed and minimised
- That practices and procedures in relation to the safe handling, preparation and consumption and service 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 ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
- 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 relevant medical condition
- Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day
- Educators will notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
- Educators will ensure appropriate hygiene practices are followed when managing medical conditions in line with the *Control of Infectious Diseases Policy*
- Risk minimisation plans will be reviewed in collaboration with families every 6 months

Communication Plan

A communication plan will be created after the meeting with the parents/guardian to ensure:

- All relevant staff members and volunteers are informed about the *Medical Conditions Policy* and the *Individual Medical Management Plan* for the child; and
- An individual child communication book is created so that a parent can communicate any changes to the *Individual Medical Management Plan* for the child

Families who have a child attending the service who have a diagnosed medical condition will be provided with a copy of this procedure and the communication plan.

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