Hills Grammar

Dealing with Medical Conditions Policy

Policy Statement

Medical conditions include but are not limited to asthma, epilepsy, diabetes or a diagnosis that a child is at risk of anaphylaxis. The ECEC is committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all children enrolled in the ECEC. The ECEC is also committed to ensuring educators are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times. Providing families with ongoing information about medical conditions and the management conditions is a key priority.

Rationale

The ECEC will minimise the risks around medical conditions of children by;

- Collaborating with families of children with diagnosed medical conditions to develop a risk management plan for their child.
- Informing all staff, including casual staff, educators, staff and volunteers, of all children diagnosed with a medical condition and the risk management procedures for these.
- Informing families that children are enrolled in the ECEC who are at risk of anaphylaxis and remind families to not bring food into the ECEC.
- Ensuring that all children with diagnosed medical conditions have a current risk management plan that is accessible to all staff.
- Ensuring staff are adequately trained in the administration of emergency medication.

Strategies

The Nominated Supervisor will:

- Oversee enrolment forms are completed correctly including but not limited to full details about their child's medical needs.
- Inform parents of the requirement to provide the ECEC with a medical management plan of their child's condition and if required, individual medication before their child commences care or on diagnosis of any medical condition.
- Liaise will the school clinic and families regarding medical management plans of any children with medical conditions.
- Oversee that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- Keep a record of the medications at ECEC including the expiry dates and inform families when in date medication is required.
- Oversee that a Risk Assessment is written for each child with a known medical condition. Oversee that all educators are aware of the medical management plan and risk assessment in place in regard to any children with a known medical condition. Things to include in a risk assessment are:
    - Risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimized.
    - If relevant, ensure that practices and procedures in relation to the safe handling, preparation and consumption of food are developed and implemented.

    - If relevant, ensure that practices and procedures to ensure parents are notified of any allergies that pose a risk to a child and strategies for minimizing the risk are developed and implemented.
    - To ensure that practices and procedures 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.
    - If relevant, to ensure that practices and procedures ensuring that the child does not attend the ECEC without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented.
- Oversee families of children with a known medical condition are aware of the risk assessment in place for their child.
- Oversee Chartwells (food provider) is made aware of children who have specific medical conditions or food allergies, the type of condition or allergies they have and the ECECs procedures for dealing with emergencies involving allergies and anaphylaxis.
- Oversee that educators feel competent to perform their duties, understand their liabilities and duty of care requirements and are provided with sufficient information and training regarding the administration of medication and other appropriate treatments.
- Oversee educators, staff, casuals and volunteers are made aware of the children enrolled in ECEC who have any medical conditions and how these medical conditions are managed.
- Inform other families enrolled at the ECEC of the need to prohibit any items which may present a hazard to the children with diagnosed medical conditions, for example, no nut products are to be bought into the ECEC.
- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.
- Ensure records are confidentially stored for the specified period of time as required by the Regulations.
- Ensure that at least one educator is available on site with approved first aid qualifications.
- Identify specific training needs of educators who work with children diagnosed with a medical condition, and ensure that staff access appropriate training.
- Ensure there is a general EpiPen and general Asthma medication at the ECEC and that educators are aware of the location.
- Notify the regulatory authority within 24 hours of any incident involving a serious illness of a child while that child is being care for by ECEC for example severe asthma attack, seizure or anaphylaxis.

Educators will:

- Communicate any relevant information provided by parents / guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the ECEC is current.
- Ensure they are aware of enrolled children with medical conditions and be familiar with the medical management plan and risk assessment of each child diagnosed with a medical condition.
- Monitor signs and symptoms of specific medical conditions and communicate any concerns to the Nominated Supervisor.
- Remain up to date with their training in the management of asthma or anaphylaxis.
- Be alert to the immediate needs of children who present with symptoms of anaphylaxis and asthma.
- Administer emergency medication in accordance with their training, as required.
- Complete a Medication Record when a child receives emergency medication.
- Provide parents with the original Medication Record. Photocopy the Medication Record for ECEC records.
- Support children not to share or swap food or food utensils.
- Include information and discussions about food allergies in the curriculum to help children understand about food allergy and to encourage caring, acceptance and inclusion of children with food allergies.

Families will:

- Provide the Medical Management Plan and any required medication to the ECEC before their child commences care in the ECEC or on diagnosis.
- Provide the ECEC with the most up to date information regarding the health and wellbeing of their child.
- Be informed of any medications that were administered in the case of an emergency and be asked to sign a Medication form upon arrival.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Staying Healthy in Childcare 6th Edition

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.