

# DEALING WITH MEDICAL CONDITIONS POLICY

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## Mandatory – Quality Area 2

### PURPOSE

This policy will provide guidelines for Jacaranda Preschool to ensure that:

- clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service
- service practices support the enrolment of children and families with specific health care requirements.

### POLICY STATEMENT

#### 1. VALUES

Jacaranda Preschool is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective hygiene practices. This will be achieved through:

- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved in the programs and activities of Jacaranda Preschool are protected from harm
- informing educators, staff, volunteers, children and families of the importance of adhering to the *Dealing with Medical Conditions Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service
- ensuring that educators have the skills and expertise necessary to support the inclusion of children with additional health needs.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Persons in day to day charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Jacaranda Preschool, including during offsite excursions and activities.

This policy should be read in conjunction with:

- Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Epilepsy Policy

#### 3. BACKGROUND AND LEGISLATION

##### Background

An approved service must have a policy for managing medical conditions that includes the practices to be followed:

- in the management of medical conditions
- when parents are required to provide a medical management plan if an enrolled child has a specific health care need, allergy or relevant medical condition
- when developing a risk minimisation plan in consultation with the child's parents/guardians
- when developing a communication plan for staff members and parents/guardians.

Staff members and volunteers must be informed about the practices to be followed. If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, parents/guardians must be provided with a copy of this and other relevant policies.

Medication and medical procedures can only be administered to a child:

- with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
- with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the procedure
- if the medication is in its original container bearing the child's name, dose and frequency of administration.

Refer to the *Administration of Medication Policy* for more information.

Staff may need additional information from a medical practitioner where the child requires:

- multiple medications simultaneously
- a specific medical procedure to be followed.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is accepted by the service, it is vital that prior arrangements are negotiated with the parent/guardian, authorised nominees or appropriate health care workers to prepare for the event that the child will require a procedure while in attendance at the service. Parents/guardians and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at the service.

#### Self-administration by a child over preschool age

Services who provide education and care to a child over preschool age (as defined in the *Education and Care Services National Regulations 2011*) may allow a child over preschool age to self-administer medication. The Approved Provider must consider their duty of care when determining under what circumstances such permission would be granted:

- Where a child over preschool age can self-administer medication/medical procedures, written permission must be provided by the child's parent/guardian.
- Parents/guardians will provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner(s).
- The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications.

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Section 173
- *Education and Care Services National Regulations 2011*: Regulations 90, 91, 96
- *Health Records Act 2001* (Vic)
- *National Quality Standard*, including Quality Area 2: Children's Health and Safety and Quality Area 7: Governance and Leadership
- *Occupational Health and Safety Act 2004* (Vic)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2009* (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

## **4. DEFINITIONS**

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**AV How to Call Card:** A card that the service has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from: <http://www.ambulance.vic.gov.au/Education/Calling-Triple-0.html>

**Communication plan:** A plan that forms part of the policy and outlines how the service will communicate with parents/guardians and staff in relation to the policy. The communication plan also describes how parents/guardians 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.

**Hygiene:** The principle of maintaining health and the practices put in place to achieve this.

**Medical condition:** In accordance with the *Education and Care Services National Regulations 2011*, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.

**Medical management plan:** A document that has been prepared and signed by a doctor 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. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Risk minimisation:** The implementation of a range of strategies to reduce the risk of an adverse affect from the mismanagement of a specific medical condition at the service.

**Risk minimisation plan:** A service-specific plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children with specific medical conditions that require medical management plans, in consultation with staff at the service upon enrolment or diagnosis of the condition.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5<sup>th</sup> edition, 2013) National Health and Medical Research Council: <http://www.nhmrc.gov.au/guidelines/publications/ch55>

*Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*, p 62: [www.acecqa.gov.au](http://www.acecqa.gov.au)

### Service policies

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Dealing with Infectious Diseases Policy*
- *Diabetes Policy*
- *Epilepsy Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- ensuring that a communication plan is developed and implemented, and ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation is encouraged
- ensuring educators/staff receive regular training in managing the specific health care needs of children at the service including asthma, anaphylaxis, diabetes, epilepsy and other medical conditions. This includes training in the management of specific procedures that are required to be carried out for the child's wellbeing
- ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the service
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service
- ensuring that a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies
- ensuring that appropriate reporting procedures set out in the *Incident, Injury, Trauma and Illness Policy* in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma, is followed

### The Nominated Supervisor is responsible for:

- implementing this policy at the service and ensuring that all educators/staff follow the policy and procedures set out within
- informing the Approved Provider of any issues that impact on the implementation of this policy
- ensuring that the *AV How to Call Card* (refer to *Definitions*) is displayed near all telephones
- identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the Approved Provider, that educators/staff access appropriate training
- ensuring children do not swap or share food, food utensils or food containers
- ensuring food preparation, food service and relief staff 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
- ensuring a copy of the child's medical management plan is visible and known to staff in the service. Prior to displaying the medical management plan, the Nominated Supervisor must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent (refer to *Privacy and Confidentiality Policy*)
- ensuring educators and other staff follow each child's risk minimisation plan and medical management plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service

- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.

**Persons in day to day charge and other educators are responsible for:**

- ensuring that children do not swap or share food, food utensils or food containers
- communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the service is current
- undertaking relevant training to assist with the management of specific medical conditions of children at the service
- being aware of individual requirements of children with specific medical conditions and following their risk minimisation plan and medical management plan
- monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor
- adequately supervising all children, including those with specific medical conditions
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy.

**Parents/guardians are responsible for:**

- informing the service of their child's medical conditions, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition
- developing a risk minimisation plan with the Nominated Supervisor and/or other relevant staff members at the service
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs
- notifying the Nominated Supervisor of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy by the service.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

## **ATTACHMENTS**

Attachment 1 Communication Plan

## **AUTHORISATION**

This policy was reviewed on 28<sup>th</sup> June, 2018 by the Approved Provider of Jacaranda Preschool

This policy was adopted by the Approved Provider of Jacaranda Preschool on **26<sup>th</sup> July, 2018**

**REVIEW DATE 28<sup>TH</sup> JUNE, 2023**



**Medical condition / Allergy risk Minimisation and  
 Communication Plan- Attachment 1**

Child's name:		Attach Photo
Date of birth:		
Group:		
Medical condition:		
Identified risk:		
Possible triggers:		
Name of medication required and expiry date:		
Date Action Plan provided:	Parent authorisation to display action plan and photograph of child:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Risk minimisation strategies:	<ul style="list-style-type: none"> <li>• A copy of the child's action plan with photo is placed on display in the playroom in multiple locations for all staff to see (including relief staff). A copy is also placed with the child's enrolment form, inside the medication bag containing the children's medication and in our Emergency Management Kit.</li> <li>• The medication required is labelled and kept in the room's medication bag. This bag is taken if we leave the premises i.e. Excursion or evacuation</li> <li>• All staff teaching this child will be made aware of medical condition and the plan</li> <li>• All staff have current first aid training</li> </ul>	
Communication plan:	<ol style="list-style-type: none"> <li>1. All staff members, including relief educators, volunteers and students will be:                         <ul style="list-style-type: none"> <li>• Informed about medical conditions management in the service</li> <li>• Informed about the service's medical conditions policies including anaphylaxis policy, asthma policy, diabetes policy</li> <li>• Informed of the service's procedures for identification of children at risk of an anaphylactic reaction</li> <li>• Informed about the medical conditions action plan and risk minimisation plan for each child diagnosed with a medical condition in the service.</li> </ul> </li> </ol>	



	<p><b>Such communication shall take place through:</b></p> <ul style="list-style-type: none"> <li>• Inclusion of medical conditions management information on the staff, relief staff, student and volunteer induction checklists</li> <li>• Staff meetings</li> <li>• First Aid and Anaphylaxis training (as appropriate)</li> <li>• Auto-adrenaline injections training and practice sessions</li> <li>• Use of staff communication diaries e.g. new child enrolled</li> <li>• Prominent display of notices informing those entering the service that a child at risk of anaphylaxis is attending the service e.g. in main entrance, kitchen, child's rooms</li> </ul> <p><b>2. All parents/guardians will be:</b></p> <ul style="list-style-type: none"> <li>• Informed about medical conditions management in the service and the service's medical conditions policies</li> <li>• Informed if a child at risk of anaphylaxis is being educated and cared for in the service</li> </ul> <p><b>Such communication shall take place through:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the service policies and procedures are readily accessible and available for inspection at all times (Reg. 171)</li> <li>• Prominent display of notices informing those entering the service that a child at risk of anaphylaxis is attending the service e.g. in main entrance, kitchen, child's rooms</li> <li>• Notices displayed and/or sent to families informing them of all known allergens that pose a risk to children in the service and strategies to minimise and manage these risks</li> <li>• Information about medical conditions and anaphylaxis in Parent Handbook, Newsletters, notice boards, displays.</li> </ul> <p><b>3. Parents/guardians of a child with a diagnosed medical condition will be encouraged to communicate with staff members at the service about their child's medical condition/s and any changes required to the child's medical conditions. This will occur through:</b></p> <ul style="list-style-type: none"> <li>• Enrolment and orientation procedures at the beginning of the year</li> <li>• Verbal discussion with a staff member and the coordinator/program leader throughout the year</li> <li>• Half yearly checks of current action plans and risk minimisation plans by staff members with parents/guardians</li> <li>• writing e.g. letter from parent/doctor setting out any changes</li> <li>• Submitting a new anaphylaxis action plan (revised annually)</li> <li>• Renewal of child's risk minimisation plan (revised annually)</li> </ul>
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We the under signed agree to the above risk minimization and communication plan.  
 We agree to notify and make amendments immediately if circumstances change.  
 This plan is to be used in conjunction with the child's action plan.

Educator's name	Signature:	Date:
Parent/ Guardian's name:	Signature:	Date:
Nominated Supervisor to cross check Action Plan and Medication:		
Nominated supervisor name	Signature:	Date:
Service		
Review Date:		
Any changes at review		
Educator's name	Signature:	Date:
Parent/ Guardian's name:	Signature:	Date:
Nominated supervisor to cross check Action Plan and Medication:		
Nominated supervisor name:	Signature:	Date:
Service		