

Dealing with Medical Conditions Policy

Policy Statement

Prospect Kindergarten is committed providing a safe and healthy environment for all children, staff and adults.

Aims

This policy will provide guidelines to staff 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.

Scope

This policy applies to all families and educators who attend the preschool.

Policy Requirement & Responsibilities

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 or guardians
- When developing a communication plan for staff members and parents or guardians.

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.
- With two adults in attendance.
- If the medication is in its original container bearing the child's name, dose and frequency of administration, refer to the *Medication Management 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 or 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 or 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.

Definitions

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 exposure to an allergen/trigger of an adverse effect 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

Roles and responsibilities

The Director 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.
- Developing and implementing a communication plan and encouraging ongoing communication between parents or 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.
- Ensuring relevant educators and staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.
- Ensuring at least one educator or 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 or 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 at enrolment and prior to the child commencing at the service.
- Ensuring that a risk minimization plans are noted for each child with specific medical conditions on enrolment or upon diagnosis and that the plan is reviewed at least annually.
- All Staff will be provided up to date information about Health Care Plans, additional needs and risk minimization information.

- Ensuring that parents or guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies.
- Ensuring children do not swap or share food, food utensils or food containers.
- 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 Director must explain to parents or 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.

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 or guardians regarding their child's medical condition to the Director to ensure all information held by the service is current.
- 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 Director.
- Adequately supervising all children including those with specific medical conditions.
- Informing the Director of any issues that impact on the implementation of this policy.

Parents or 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 Director 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 and staff in the event of an incident relating to the child's specific health care needs.
- Notifying the Director 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 Director of any issues that impact on the implementation of this policy by the service.

References

DECD Intranet Medical Condition in Preschool
 National Quality Standard 2.1
 Associated Policy - Medication Management Policy
 Privacy and Confidentiality Policy

Endorsed by Staff and Governing Council

Director: Betty Elsworthy

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