



MEDICAL CONDITIONS POLICY

Introduction

Medical conditions include but are not limited to asthma, diabetes, eczma or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Our service is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this Preschool. Our Preschool is also committed to ensuring our educators and staff 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.

Goals

The Preschool will minimise the risks around medical conditions of children by:

- Collaborating with families of children with diagnosed medical conditions to develop a risk minimisation plan for their child;
- Informing all staff, including casual staff, educators and volunteers, of all children diagnosed with a medical condition and the risk minimisation procedures for these;
- Providing all families with current information about identified medical conditions of children enrolled at the service with strategies to support the implementation of the risk management plan;
- Ensuring all children with diagnosed medical conditions have a current risk minimisation and communication plan that is accessible to all staff; and
- Ensuring all staff are adequately trained in the administration of emergency medication.

Implementation Strategies

The Approved Provider will:

- Ensure the Nominated Supervisor fulfils responsibilities in the management of medical conditions.
- Ensure records are confidentially stored for the specified period of time as required by the Regulations.

The Nominated Supervisor will:

- Ensure that any families with a child enrolled at the Preschool that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this Medical Conditions Policy and other relevant policies related to their specific medical condition;
- On enrolment, inform any family with a child that has a diagnosed medical condition of the requirement to provide the Preschool with a medical Action Management Plan of their child's condition;
- Collaborate with families of children with specific medical conditions to complete a risk minimisation and communication plan to ensure the child's safety and well-being;
- to ensure that the risks relating to the child's specific healthcare need, allergy or relevant medical condition are assessed and minimised; and
- if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
- if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
- to ensure 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; and

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- if relevant, to ensure that practices and procedures ensuring that the child does not attend the Preschool without medication prescribed by the child's medical practitioner in relation to the child's specific healthcare need, allergy or relevant medical condition are developed and implemented;
- Ensure that all staff and educators are aware of the medical management plan and risk minimization and Communication plan; and
- Ensure that staff are adequately trained in procedures contained in the medical management plan; and
- Inform other families enrolled at the Preschool of the need to prohibit any items which may present a hazard to children with diagnosed medical conditions.
- Ensure all medical management and risk minimization and communication plans are accessible and signed by all staff;
- Ensure that all plans are current and kept up to date;
- Develop a communication plan to ensure that relevant staff members and volunteers are informed of the medical conditions policy, the medical Action Management plan and risk minimisation plan for the child;
- Develop a communication plan to ensure that parents can communicate any changes to the medical management plan and risk minimisation plan; and
- Update the risk minimisation and communication plan as needed;
- Ensure that all staff are adequately trained in the management of asthma and anaphylaxis, and that training includes identifying medical emergencies; and
- Ensure that all staff are adequately trained in the administration of emergency medication such as the Epi-Pen or asthma medication.
- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Educators and staff will:

- Ensure they are aware of enrolled children with medical conditions and be familiar with the medical management and risk minimisation plans of each child diagnosed with a medical condition; and
- Will review the communication plan to ensure they are aware of their communication responsibilities.
- Be alert to the immediate needs of children who present with symptoms of anaphylaxis and asthma; and
- Administer emergency medication in accordance with their training, as required.
- Complete a Medication Authorisation Record when a child receives emergency medication; and
- Will provide parents with a copy of the Medication Authorisation Record.

Refer to Other Policies:

- Anaphylaxis and Allergic Reactions Policy v3
- Asthma Policy v3
- Diabetes Policy v3
- Enrolment Policy
- First Aid Policy v2
- Illness Policy v3
- Infectious Diseases Policy
- Medical Conditions Policy v3
- Medication Administration Policy v3
- Nutrition, Food, Beverages, Dietary Requirements v3

Supporting Documentation

- Asthma Action Plan
- Anaphylaxis Action Plan
- Diabetes Action Plan
- Enrolment Form
- Health Care Form
- Medication Authorisation Record
- Medical Conditions - Risk Minimisation Plan
- Display – Diagnosed Medical Action Plan for Individual Children in the Preschool
- Display – Emergency Asthma First Aid & Asthma triggers

- Display – Emergency treatment & signs & symptoms of a low blood glucose level
- Display – ASCIA Action Plan for Anaphylaxis Poster

Policy Availability

This Medical Conditions Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website www.nwcps.org

Evaluation

Educators respond in an effective manner to any medical conditions incident. Documentation is completed, shared and stored as appropriate. Plans to effectively manage medical conditions are developed in consultation with families, and implemented. Regular reviews of procedures and policy are implemented.

Review Version 4

Management and staff will monitor and review the effectiveness of the Medical Conditions policy annually. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

Review History:

- March 2008 Policy created
- May 2014 Policy reviewed
- October 2016 Policy reviewed and made as a separate policy from the medical conditions.
- October 2017 Policy reviewed
- September 2018 Policy reviewed and updated to reflect NQS & legislation.
- October 2020 Policy reviewed no changes required.
- August 2022 Policy review update of risk minimization and communication plan name as document combine to keep things together.

Legislation:

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations 2011: 77, 87, 90, 92-96, 136 162, 168, 177, 181-184, 246-247

Links to National Quality Standard: 2.1; 2.1.2; 2.2.1; 6.2

NSW Public Health Act 2010