

MEDICAL CONDITIONS POLICY

A 'medical condition' is a condition that has been diagnosed by a registered medical practitioner (a person registered under the Health Practitioner Regulation National Law).

Medical conditions include, but are not limited to asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis. In many cases, if not managed appropriately, these can be life threatening.

MEDICAL MANAGEMENT PLAN

A medical management plan is a document that has been prepared and signed by a medical practitioner that describes and includes:

- Symptoms
- causes
- clear instructions on the actions and treatment for a child's specific medical condition
- the child's name and current photo.
- the date when completed and review due date.
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These medical management plans must be communicated to all educators (including casuals, volunteers and students) and the cook to ensure awareness of each child's medical condition.

Medication must be authorised in writing by parents of the child or persons named on the child's enrolment form as authorised to consent to administration of medication.

In an emergency, (other than an anaphylaxis or asthma emergency), administration of medication is authorised if verbal consent is obtained from a parent or persons named in the child's record as authorised to consent to the administration of medication. If the persons cannot be contacted, a registered medical practitioner or medical emergency services can provide verbal consent. If this is the case, parents or authorised nominees of the child must be informed as soon as practical and the medication form provided to family. The administration of medication procedure should be followed at all times.

In the event of an anaphylaxis or asthma emergency, medication can be administered to a child without authorisation. After the medication is given the child, the Nominated Supervisor/ Person in Day to Day Charge (NS/ PIDTDC) must notify the child's family and emergency services as soon as practicable and record the administration of the medication on the Guardian's medication form and ensure parent or authorised person signs this form.

Plans to be used for the following medical conditions:

ANAPHYLAXIS:

https://allergy.org.au/images/stories/anaphylaxis/2017/Anaphylaxis_Epipen_Personal_Action_Plan_2017_WEB.pdf

Poster for anaphylaxis – to be displayed near where medication is stored

https://allergy.org.au/images/stories/anaphylaxis/2017/Anaphylaxis_EpiPen_General_Action_Plan_2017_WEB.pdf

ALLERGY: https://allergy.org.au/images/stories/anaphylaxis/2017/Allergic_Reactions_Action_Plan_2017_WEB.pdf

ASTHMA: <https://assets.nationalasthma.org.au/resources/AACPED2016-Care-Plan-for-Early-Childhood-A4.pdf>

ECZEMA: https://www.allergy.org.au/images/pcc/Eczema_Action_Plan-2015.pdf

For any other medical conditions, use Guardian's medical management template located on Guardian's intranet.

RISK MINIMISATION PLAN

A risk-minimisation plan is developed before the child enrolls or when family become aware of a medical condition and lists a range of strategies to reduce the possibility of any mismanagement of a specific medical condition. This plan is developed with families, lead educators and the cook, (if food related) to ensure all actions are considered to support this child's inclusion. The strategies outlined in this plan must be communicated and followed by all educators (including casuals, volunteers and students) and the cook.

COMMUNICATION PLAN

A communications plan is a plan that forms part of this policy and outlines how the centre will communicate with parents, authorised nominees, educators and staff about each child's medical condition. This plan outlines how both parents and educators are informed about the child's condition and the risk minimisation and emergency procedures to be followed for the child diagnosed with a medical condition.

REVIEW PROCESS

All medical management plans must be reviewed annually (or when child's circumstances change) with the child's medical practitioner and the communication and risk minimisation plans must be reviewed together to ensure details, actions and communication is current, including whether our educators are still appropriately trained to manage the child's ongoing medical condition.

TRAINING

First aid training is completed by all educators working directly with children every 3 years (CPR – every year). For additional training on allergies, educators can complete an online module - <https://etraining.allergy.org.au>. Specific additional training for medical conditions will be completed based on the circumstances and expertise of educators within each centre. This additional training will need to be approved by the States' General Manager.

LINKS TO THE NATIONAL LAW AND REGULATIONS

Section 165 Offence to in adequately supervise children

Section 167 Offence relating to protection children from harm and hazards

Regulation 90 Medical Condition Policy

Regulations 91 Medical Conditions Policy to be provided to parents

Regulation 168(2)(d) Education and Care services must have policies and procedures

LINKS TO THE NATIONAL QUALITY STANDARD

Standard/ Elements	Concept	Descriptor
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions
7.1	Governance	Governance supports the operation of a quality Guardian Centre
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the centre

REFERENCE

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2018

Guide to the National Quality Framework 2018

MEDICAL CONDITIONS PROCEDURE

Who?	How?
GUARDIAN EARLY LEARNING GROUP (APPROVED PROVIDER) WILL:	<ul style="list-style-type: none"> Ensure all relevant educators receive regular training in managing specific health care requirements such as asthma management, anaphylaxis management and any other specific procedures that are required for a child with specific health requirements. Ensure at least one educator who has current training in management for specific medical conditions is in attendance and immediately available at all times Ensure Nominated Supervisors complete the allergy online training module https://etraining.allergy.org.au
NOMINATED SUPERVISORS WILL: In the absence of NS, the person in day to day charge WILL:	<ul style="list-style-type: none"> Ensure that when a family has identified that their child has a medical condition, this policy (Medical Conditions policy) will be given to them along with the Medical Management Plan, Risk Minimisation and Communication Plans Assess the child's medical requirements and ensure educators have the appropriate training to support and manage the child. Implement this policy and ensure that all educators and staff follow the policy and procedures. Ensure all responsible persons, educators and cooks seeking further knowledge on allergies, complete the online training module https://etraining.allergy.org.au If required, organise training with a recognised expert for the identified medical condition to support the management of the health requirement Ensure at least one educator who has current accredited training in management for specific medical conditions is in attendance and immediately available at all times If the medical condition is food/ drink related, introduce the family and child to the Cook on enrolment or when diagnosed Work with the cook and family to review the menu, make amendments to recipes or replace whole meals to support children with a medical condition Ensure a <u>Medical Management Plan</u> is prepared by a medical practitioner and is provided by the family on enrolment or upon diagnosis and is reviewed at least annually Ensure that a <u>Risk Minimisation Plan</u> is developed for each child in consultation with family with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually Ensure the <u>Communication Plan</u> is developed in consultation with the family to encourage ongoing communication between the family and educators, cook and staff regarding the current status of a child's specific health care requirement, allergy or medical condition, this policy and its implementation. Display summary of children's medical conditions template in prominent positions for educators and cooks to be aware of children with medical conditions Ensure these documents are accessible for relevant persons who are working with the child. (i.e. food allergy, the cook needs to know the child's attendance) Ensure a clearly labelled (with current child's photo) container with child's medication, Medical Management, Risk Minimisation and Communication Plans are included and accessible quickly and its location is known to all educators, staff and volunteers. Ensure a clear and easily recognisable sign indicating the storage of medication Ensure each child with a medical condition has a communication book to record any incidents that occur at the centre that are associated with the medical condition. This book keeps a recorded history of the child's condition. Ensure a sign is displayed near the entrance informing families and visitors if you have children with anaphylaxis Ensure the induction process for all educators, staff, volunteers, and students is comprehensive and includes children's specific medical conditions prior to working directly with the children Ensure relevant authorisations for the administration of medication are recorded on the enrolment form where an incident occurs relating to the child's specific health requirement, allergy, or relevant medical condition, ensure the Medical Management Plan is followed and a full investigation is undertaken to understand how the event occurred and whether further

	<p>strategies to minimise the risk is required. Any new or additional processes must then be added to the child's Risk Minimisation Plan</p> <ul style="list-style-type: none"> • Ensure there is a monthly process to audit all medical management plans, risk minimisation and communication plans, including checking expiry dates of any medication • Inform their Operations Manager of any issues that impact on the implementation of this policy • Provide families with accessible information about children's health requirements in forms of pamphlets, brochures etc, links to websites etc
EDUCATORS AND STAFF WILL:	<ul style="list-style-type: none"> • Implement and embed this policy at the centre and ensuring that all educators and staff adhere to the policy. • Ensure a copy of the child's Medical Management Plan is visible and known to all educators and staff in the centre. • Ask and know the medical conditions (including intolerances and preference) of all children in attendance at the centre and follow their individual plans. • Communicate any changes to medical conditions with each other in a timely manner • Know the location of individual children's medication boxes and be able to access these in an emergency • Ensure educators follow each child's Risk Minimisation, communication and Medical Management Plan. • Maintain ongoing communication between 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 centre. • 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 centre is current. • At times of high risk exposure for the child, ensure an educator who knows the child and is very aware of their condition, is monitoring child's activity closely. This educator must have first aid qualification and know how to act in an emergency for this child (e.g. mealtimes, excursions) • Have a permanent educator who knows the children's medical conditions, to supervise children's decisions in their food and drinks choices, to ensure children eat the correct meals according to each child's dietary requirements. Children cannot swap or share food, utensils or food containers • Monitor signs and symptoms of specific medical conditions and communicate any concerns to the Nominated Supervisor and the family • Ensure there are opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan. • Be required to follow the Medical Management Plan in the event of an incident relating to the child's specific health care requirements, allergy, or relevant medical condition • Identify specific training needs for educators who work with children diagnosed with a medical condition, to ensure educators have correct and current training. • Attend training to support and manage children with health requirements • Ensure 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 centre's procedures for dealing with emergencies involving allergies and anaphylaxis. • In the event of an incident, re-evaluate as a team and make changes to the Plans • Provide information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the centre. <p><u>Our centre cooks will:</u> (in relation to children with food allergies, intolerance and preferences)</p> <ul style="list-style-type: none"> • Work with the nominated supervisor, lead educators, family and the child to discuss the child's specific food related allergy, intolerance or food preferences. • Discuss the menu, recipes and alternatives to ingredients to ensure similar foods are served. • Change the menu to a meal that supports all children with allergies and intolerances. For example, use soy milk in cooking rather than cow's milk, do not serve produce on the day a child is in attendance that is highly allergic

	<ul style="list-style-type: none"> • Know which children have an allergy, intolerance or food preference and which room/ space they are in to ensure the delivery of the food/drink is correct • Keep records of children's allergies, intolerance and food preferences up to date • Review records monthly ensuring information is correct and photos are current • Know the attendance pattern of each child with an allergy, intolerance or food preference. • Check daily with the person in day to day charge (PIDTDC) any changes in attendance pattern and alter the meals accordingly. • Ensure food preparation and food handling is carried out to ensure safe practices to minimise any risk to the children • Have a system in place to ensure that food prepared for children with allergies, intolerances or food preferences are clearly labelled and separate from the main meal • Communicate with educators about the food prepared and ensure clear instructions are delivered about the meals and drinks. • Continue to strengthen the partnership with the family and child • Complete training to ensure knowledge is current and up to date.
FAMILY AND COMMUNITY WILL:	<ul style="list-style-type: none"> • Inform the nominated supervisor of their child's health requirements and when changes occur. • Provide 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 requirements • Develop a communication and risk minimisation plan in collaboration with nominated supervisor and the team (this should include the cook, if food related) • Ensure the medical management, risk minimisation and communication plan for their child will be updated in consultation with a medical practitioner at least annually • Talk with the cook of the centre to discuss child's menu, recipes, ideas and any changes to their medical condition • Ensure that any medication required for their child's condition is on premises at all times when their child is in attendance • Ensure that the medication provided is in date, clearly labelled and prescribed by a doctor • Give permission for their child's medical management plan to be display near high risk areas to ensure this is effectively communicated to all educators.