

## MEDICAL CONDITIONS POLICY

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical condition our Out of School Hours Care (OSHC) Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children's health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency should they arise.

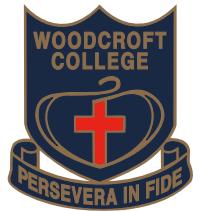
### National Quality Standard (NQS)

#### Quality Area 2: Children's Health and Safety

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
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.

### Education and Care Services National Law and National Regulations

S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S.172	Failure to display prescribed information
S. 174	Offence to fail to notify certain circumstances to Regulatory Authority
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record
89	First aid kits
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement—anaphylaxis or asthma emergency
95	Procedure for administration of medication
136	First Aid qualifications
162	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
175	Prescribed information to be notified to Regulatory Authority



## Purpose

The Education and Care Services National Regulations require approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families and visitors at our OSHC Service.

## Scope

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

## Duty of Care

Our OSHC Service has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the service are met. This includes our responsibility to provide:

- a. a safe environment for children free of foreseeable harm and
- b. adequate supervision of children always.

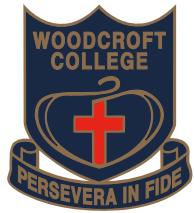
## Implementation

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Our OSHC Service is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the service. Key procedures and strategies must be in place prior to the child commencing at the Service to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at the Service follow a child's medical management plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

## The Approved Provider/Nominated Supervisor/Management Will Ensure:

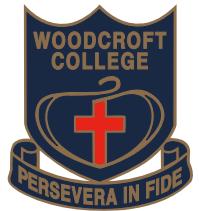
- ensure obligations under the Education and Care Services National Law and National Regulations are met
- all educators, staff, students and volunteers have knowledge of and adhere to this policy and relevant health management policies (Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy)
- all staff, educators, students, visitors and volunteers have knowledge of and adhere to this policy
- all enrolment forms are reviewed to identify any specific health care need, allergy or medical condition
- existing enrolment forms are reviewed annually, and parents contacted to confirm if the existing diagnosed health care need, allergy or relevant medical condition still applies and whether any new needs have been diagnosed
- parents/guardians can access OSHC Service's Medical Conditions Policy on the Woodcroft College website.
- a child is not enrolled at, nor will attend the OSHC Service without a medical management plan and prescribed medication by their medical practitioner. Medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided to the service each day [e.g., asthma inhalers, adrenaline auto injection devices or insulin]
- all medication provided to the OSHC Service, including over the counter medication that forms part of the child's medical management plan, must be clearly labelled with the child's name and prescribed dosage. (Please ask the pharmacist to provide in a Webster pack)
- educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition that may be ongoing or acute/short term in nature
- at least one staff member is in attendance at all times and is available immediately in an emergency with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA)



- educators and staff have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition
- families provide required information on their child's health care need, allergy or relevant medical condition, including:
  - medication requirements
  - allergies
  - medical practitioner's contact details
  - medical management plan
- a medical management plan has been developed in consultation with parents and the child's medical practitioner and provided to the OSHC Service
  - an individual Asthma or Anaphylaxis Action Plan is developed in consultation with parents and the child's medical practitioner e.g.: (ASCIA) or National Asthma Council of Australia
  - an individual Diabetes Management Plan is developed in consultation with parents and the
- child's medical practitioner
- a risk minimisation plan and communication plan has been developed in consultation with parents and management prior to the child commencing at the OSHC Service
- educators and staff will be informed immediately about any changes to a child's medical management plan.
- to record any prescribed health information and retain copies of medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan located in the Medical management folder ( First Aid Cupboard)
- educators have access to emergency contact information for the child
- risk minimisation plans and communication plans for individual children are accessible to all staff
- procedures are always adhered to regarding the storage and administration of medication as per the Administration of Medication Policy and Procedure.
- administration of medication record is accurately completed and signed by the educator and witnesses
- a notice is displayed prominently in the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service and providing details of the allergen/s (Reg. 173).
- information regarding the health and wellbeing of a child or staff member is not shared with others unless consent is provided in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation.

#### **Following an Incident-Educators will Ensure:**

- in the event that a high-risk scenario where a child suffers from a reaction, incident, situation, or event related to a medical condition the OSHC Service and staff will follow the child's emergency medical management plan as per Reg. 90(1)(c)(ii)
- the first aid responder will commence first aid measures immediately as per the child's medical management plan, Incident, Injury, Trauma and Illness policy and procedures and Administration of First Aid Policy and Procedures
- urgent medical attention from a registered medical practitioner is contacted if required
- an ambulance is called by dialling 000 if the child does not respond to initial treatment
- responsible person in charge will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible
- the responsible person in charge will ensure the Incident, Injury, Trauma and Illness Record is completed in its entirety
- the approved provider/nominated supervisor / Director/Assistant Director will notify the regulatory authority (within 24 hours) in the event of a serious incident (Reg. 12)
- the Director/ Assistant Director will conduct a review of practices following a medical emergency at the OSHC Service, including an assessment of areas for improvement.



## Management of Asthma, Anaphylaxis and Diabetes

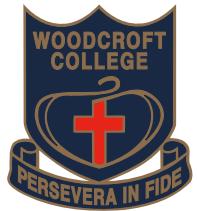
For the management of Asthma, Anaphylaxis and Diabetes see individual Service policies and procedures which include procedures to follow on the administration medication following an anaphylaxis or asthma emergency.

### **Educators will:**

- follow this policy and associated medical policies and procedures
- inform the Director / Assistant Director of communication from families that may impact changes and updates to the individual medical management plan
- ensure medication is stored and administered in accordance with the Administration of Medication Policy and Procedure, including ensuring 2 educators are present during the administration of medication
- always follow medical management plans, including in the event of a medical emergency
- closely monitor children and ensure any symptoms or signs of illness are responded to immediately, including notifying families as soon as possible
- ensure medication and medical management plans are taken on all excursions and during emergency evacuations
- maintain current accredited first aid qualification, emergency asthma management and emergency anaphylaxis management training (as required)
- undertake specific training as required for individual medical conditions.

### **Families will Ensure:**

- the OSHC Service enrolment form is completed in its entirety providing specific details about the child's medical condition during the enrolment process
- they are provided access to the OSHC Service's Medical Conditions Policy of at time of enrolment
- they provide management with information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form via email and through verbal communication/meetings
- they provide the OSHC Service with a medical management plan prior to enrolment of their child and/or
  - an individual Asthma or Anaphylaxis Action Plan
  - an individual Diabetes Management Plan
- they consult with leadership team to develop a risk minimisation plan
- they notify the Service if any changes are to occur to the medical management plan or risk minimisation plan through email, communication plan and/or meetings with the Director/Assistant Director.
- they provide adequate supplies of the required medication and medication authorisation on an Administration of Medication Record
- they provide any updated information relating to the nature of, or management of their child's diagnosed medical condition and associated health care provided by a medical practitioner
- they provide written authorisation for their child's medical management plan to be displayed in the OSHC Service.



## Medical Management Plan

Any medical management plan provided by a child's parents and/or registered medical practitioner should include the following:

- specific details of the diagnosed health care need, allergy or relevant medication condition
- supporting documentation (if required)
- a recent photo of the child
- current medication and dosage prescribed for the child
- if relevant, state what triggers the allergy or medical condition
- first aid/emergency response that may be required
- any medication that may be required to be administered in case of an emergency
- further treatment or response if the child does not respond to the initial treatment
- when to contact an ambulance for assistance
- contact details of the medical practitioner who signed the plan
- the date of when the plan should be reviewed

- a copy of the medical management plan will be accessed in areas for educators.
- educators and staff are updated immediately about any changes to a child's medical management plan.

## Risk Minimisation Plan

All children with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place. (Reg. 90(1)(c))

The Director / Assistant Director will arrange a meeting with the parents/guardian as soon as the OSHC Service has been advised of the diagnosed health care need, allergy or medical condition. During this meeting a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- that the risks relating to the child's specific health care need, allergy, or medical condition are assessed and minimised
- that practices and procedures in relation to the safe handling, preparation, serving, and consumption of food are developed and implemented
- that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- practices are developed and implemented 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
- that the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or medical condition
- risk minimisation plan(s) are reviewed at least annually and/or revised with each change in the medical management plan in conjunction with parents/guardians
- all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educator