

# Medical Conditions Policy

## BELLA GRACE EARLY LEARNING CENTRE

### Background

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Childcare legislation recognises that children with existing medical conditions attend early education and care services. In order to uphold the safety and wellbeing of these children at all times, it requires educators to be trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. Legislation also requires that educators must know the precise response expected of them for each individual child as detailed in a current Medical Management Plan for that child provided by the child's parent(s).

### Policy statement

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This Policy details how the Service ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor.

### Strategies and practices

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- At enrolment, parents are required to complete an enrolment form for their child. The form includes provision for parents to detail any medical conditions or specific health care need their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy). In addition, the Nominated Supervisor purposefully directs parents' attention to this section of the enrolment form, and stresses the need for accurate and complete information for the Service to effectively meet the child's medical needs. Refer to the *Service's Enrolment and Orientation Policy*.
- Parents are asked to provide the Service with any Medical Management Plan from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Service to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- The Service uses the Medical Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation Plan for their child. The Plan identifies the possible risks to the child's specific condition or health care need while at the Service (e.g. exposure to known allergens) so that those risks can be minimised. Further it ensures communication processes are in place so that, at all times, Service educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Service is guided by templates from recognised authorities such as Anaphylaxis Australia, Asthma Australia, and the Australian Society for Clinical Immunology and Allergy when developing the Medical Conditions Risk Minimisation Plan.
- The Service requires parents to provide any updates to their child's Medical Management Plan (e.g. at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued, new photograph), and at other times when the Nominated Supervisor requests updates.

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- A copy of the Medical Management Plan and the Medical Conditions Risk Minimisation Plan is filed with the child's enrolment form. A copy of the Medical Management Plan is also kept where the child's medication is stored and the Plan is followed if such a medical incident occurs.
- Copies of each child's Medical Management Plan are displayed in strategic places throughout the Service. A copy of the Medical Management Plan is taken on any excursion the child attends.
- If the parents have advised that their child has a specific health care need, the Nominated Supervisor discusses the Policy in detail with them, and gives them the opportunity to ask any questions necessary to ensure they understand the Policy.
- All staff, educators, students and volunteers commencing at the Service are given a copy of this Policy, and they are given the opportunity to clarify their understanding of the Policy if required.
- The Service takes every precaution to ensure that no child who has been prescribed medication in relation to a specific health care need, allergy or relevant medical condition attends the Service without that medication.
- The Nominated Supervisor communicates the specific health needs of children to all staff/educators including the whereabouts of copies of the Medical Management Plan and any medication for the child. They are given the opportunity to ask questions to clarify that they fully understand the child's medical needs and their responsibilities attending to those needs. The Nominated Supervisor ensures that any updates are promptly conveyed to all staff/educators.
- The contact numbers of emergency Service are displayed beside all telephone outlets in the Service.
- Because of the increasing number of children at risk of anaphylaxis, the Service is a 'Nut-Free Zone'
- Due to allergies and for hygiene reasons, children are encouraged not to take food from another child's plate.
- All cooking activities – handling, preparation, consumption of food – take into account children's individual needs and known allergies.
- All EpiPens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children.
- First Aid kits are located where educators can readily access them in an emergency.
- The Service ensures its practices in handling and preparing food and beverages consumed by children at the Service prioritise the medical needs of children with known allergies. The Service is a nut free aware service, and educators take all reasonable steps to ensure this mandate is upheld.

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- Health and safety are regular items on team meeting agendas. The topics of common allergies and medical conditions experienced by young children and how to identify and respond to them are discussed.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training.
- The Service reviews its health and safety practices regularly as part of its Quality Improvement Plan.
- Educators intentionally teach young children about health and safety. This includes making children aware that they and/or their friends may need to take special care about some matters (e.g. the type of food they eat, the brand of sunscreen they use).
- At this time, the Service has no children who administer their own medication. However, should a specific need arise the Service's practices will be adjusted to meet that need.

## Links Education and Care Service National Regulations 2011, National Quality Standard 2011

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy 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
	96	Self-administration of medication
	136	First aid qualifications
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

## Sources

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- Australian Society for Clinical Immunology and Allergy. (n.d.). *ASIA Action plan for anaphylaxis*. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> accessed 26 December 2017
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2011

## Further reading and useful websites

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- Allergy New Zealand – <http://www.allergy.org.nz/> accessed 26 December 2017
- Allergy & Anaphylaxis Australia – <http://www.allergyfacts.org.au/> accessed 26 December 2017
- Anaphylaxis Australia. *What is anaphylaxis?* <https://www.allergyfacts.org.au/allergy-anaphylaxis/what-is-anaphylaxis> accessed 26 December 2017
- Asthma Australia – <https://www.asthmaaustralia.org.au/> accessed 26 December 2017
- Asthma Foundation of Queensland. (n.d.). *Management of Asthma in Childcare*. <http://www.hartbeattraining.com.au/wp-content/uploads/2010/08/Mgt-of-asthma-in-childcare.pdf> accessed 26 December 2017
- Asthma Australia. (2017). *Resources*. <https://www.asthmaaustralia.org.au/qld/about-asthma/resources> accessed 26 December 2017
- Asthma Australia. *Asthma care plan for education and care services*. <https://assets.nationalasthma.org.au/resources/341-Asthma-Aus-Asthma-Care-Plan-for-education-and-care-services.pdf> accessed 26 December 2017
- Australian Society for Clinical Immunology and Allergy (ASCI) – <http://www.allergy.org.au/> accessed 26 December 2017
- Department of Health (Western Australia). *Anaphylaxis Management Guidelines for Western Australian Child Care and Outside School Hours Care Service*. [http://www.health.wa.gov.au/anaphylaxis/docs/child\\_care/11289%20CC6%20Guidelines.pdf](http://www.health.wa.gov.au/anaphylaxis/docs/child_care/11289%20CC6%20Guidelines.pdf) accessed 26 February 2017
- Diabetes Australia. (2017). *Request a Resource*. <https://www.diabetesaustralia.com.au/request-a-resource> accessed 26 December 2017
- Diabetes NSW & ACT – <http://diabetesnsw.com.au/> accessed 26 December 2017
- Queensland Government. (2013): *Severe allergic reactions: Anaphylaxis guidelines for Queensland schools* [http://education.qld.gov.au/schools/healthy/docs/anaphylaxis\\_guidelines\\_for\\_queensland\\_state\\_schools.pdf](http://education.qld.gov.au/schools/healthy/docs/anaphylaxis_guidelines_for_queensland_state_schools.pdf) accessed 26 December 2017
- Queensland Health – <http://www.health.qld.gov.au/> accessed 26 December 2017

## Policy review

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The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

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## REVIEW DETAILS:

<b>Review Date</b>	<b>Details of Changes</b>
January 2018	Updated to changed NQF requirements 1 Feb 2018
April 2018	Reviewed. Minor wording changes.