

# MEDICAL CONDITIONS POLICY

## **POLICY STATEMENT**

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical condition Connells Point Before & After School Care 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 situation should they arise.

## **PURPOSE**

The *Education and Care Services National Regulations* requires 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, educators, families and visitors at Connells Point BASC.

## **SCOPE**

This policy applies to children, families, educators, management and visitors of Connells Point BASC.

## **DUTY OF CARE**

Connells Point BASC has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in CPBASC are met. This includes our responsibility to provide:

- a. A safe environment for children free of foreseeable harm *and*
- b. Adequate supervision of children at all times.

## **IMPLEMENTATION**

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Connells Point BASC 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 CPBASC. Key procedures and strategies must be in

place prior to the child commencing at CPBASC to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at CPBASC 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/Management will ensure:*

- All enrolment forms are reviewed to identify any specific health care need, allergy or medical condition.
- Completion of the *Managing Medical Conditions Procedure* is required prior to the child attending Connells Point BASC.
- Existing enrolment forms are reviewed, 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 are provided with a copy of Connells Point BASC's *Medical Conditions Policy*.
- A child is not enrolled at, nor will attend CPBASC without a *Child Medical Risk Minimisation Plan* and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided to CPBASC each day [e.g. asthma inhalers, adrenaline auto injection devices or insulin].
- Ensure that all medication is:
  - Placed in a clear plastic container including: the name of the child on the front of the container, a photograph of the child and the current action plan.
  - Stored in a cool dark location, at room temperature, that is known to all educators, including relief educators (*grey lockable cupboard in CPBASC Office*)
  - Easily accessible to adults but inaccessible to children
  - Accessible in the CPBASC first aid kit when out on the playground
  - Accessible during an excursion, along with action plans, which will be carried by the responsible person of the day in CPBASC black excursion bag; along with the first aid kit.
- Educators and volunteers have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy*).
- Educators 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.
- New educators are provided with induction and ongoing training to assist managers, educators and other staff effectively.
- All aspects of operation of CPBASC must be considered to ensure inclusion of each child into the program.
- Develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and lead educators to ensure communication between families and educators is on-going and effective.
- Educators are provided with annual ASCIA anaphylaxis e-training to provide consistent and evidence-based approaches to prevention, recognition and emergency treatment of anaphylaxis [this is not mandated].



- At least one Educator or Nominated Supervisor is in attendance at all times with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA).
- Educators 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 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 CPBASC and/or
  - 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 has been developed in consultation with parents and management prior to the child commencing at CPBASC.
- Educators will be informed immediately about any changes to a child's medical management plan, risk 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 in the child's enrolment folder.
- Educators have access to emergency contact information for the child.
- Casual Educators are informed of children and Educators who have specific medical conditions, food allergies, the type of condition or allergies they have, and CPBASC's procedures for dealing with emergencies involving allergies and anaphylaxis.
- A copy of the child's medical management plan is visibly displayed on the front of the grey Medical cupboard in CPBASC Office and in the kitchen (both areas are not generally available to families and visitors) but known to Educators at CPBASC.
- Procedures are adhered to regarding the administration of medication at all times.
- Administration of medication record is accurately completed and signed by the educator and witnesses.
- Medication self-administered by a child school aged, is only permitted with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication.
- A notice is displayed prominently in the main foyer of Connells Point BASC (CPPS Hall) stating that there are child diagnosed at risk of anaphylaxis being educated at CPBAS and providing details of the allergen/s (regulation 173).

In the event that a high-risk scenario where a child suffers from a reaction, incident, situation, or event related to a medical condition Connells Point BASC and educators will follow the child's emergency medical management plan as per Regulation 90(1)(c)(ii)

- The first aid responder will commence first aid measures immediately as per the child's medical management plan.
- 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.
- The Nominated Supervisor will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible.
- The Nominated Supervisor will ensure the *Incident, Injury, Trauma and Illness Record* is completed in its entirety.
- The Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.

### **Families will ensure:**

- Connells Point BASC's enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They provide management with information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form and through verbal communication/meetings.
- They provide CPBASC with a medical management plan prior to enrolment of their child.
- They consult with management to develop a risk minimisation plan.
- They acknowledge they have received/or are provided access to CPBASC's *Medical Conditions Policy and Administration of Medication Policy* at time of enrolment
- They notify Connells Point BASC if any changes are to occur to the medical management plan
- Notify CPBASC verbally when children are taking any short-term medications AND whether or not these medications may be self-administered (only applicable for a School Aged Child)
- They provide adequate supplies of the required medication and medication authorisation on an Administration of Medication Record-
- They provide an updated copy of the child's medical management plan annually or evidence from a Medical Practitioner to confirm the plan remains unchanged.
- They provide written consent for their child's medical management plan to be displayed in Connells Point BASC.

### **Self-administration of medication**

A child of School age may self-administer medication under the following circumstances:

- A parent or guardian provides written authorisation with consent on the child's enrolment form - administration of medication.
- An educator, who will provide medication to the child when required and will store it safely.
- An educator provides supervision whilst the child is self-administering medication.
- An accurate record is made in the medication record for the child that the medication has been self-administered.



## ***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 placed in the red Medical Management Folder near the sign-in area in the CPBASC Office for educators to see to ensure the safety and wellbeing of all children with medical conditions, whilst ensuring the child's privacy in an area generally only available to Educators of CPBASC.
  - Connells Point BASC must ensure the medical management plan remains current all times.
  - Educators 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 (Regulation 90(1)(c)).

The Nominated Supervisor will arrange a meeting with the parents/guardian as soon as CPBASC 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 educators 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 CPBASC 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.
- Educators communicate all relevant information pertaining to the child's health and medical condition to parents at the end of each day.
- Educators in advance of any special activities taking place such as celebrations notify Parents/Guardians, sporting events or excursions so plans of safe inclusion can be developed.
- Educators when managing medical conditions in accordance with the Control of Infectious Diseases Policy follow appropriate hygiene practices.

### **Communication plan**

The communication plan explains how relevant educators and volunteers are informed about the medical management and risk management plans and how the parent of the child can communicate any changes to the diagnosed health care need, allergy or medical condition.

A communication plan will be created after the meeting with the parents/guardian to ensure:

- All relevant educators and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child; and
- That an individual child communication document (located on the Medical Risk Management Plan) is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing.

At all times, families who have a child attending Connells Point BASC who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans.





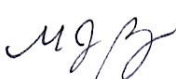


## CONSIDERATIONS

| Education and Care Services National Regulations   | National Quality Standards   | Service Policies / Documentation  | Other   |
|--|------------------------------|---|---|
| r86<br>r87<br>r90<br>r90 (1)(a)<br>r90 (1)(iv)<br>r91 – 96<br>r136<br>r162 (c)(d)<br>r168 (2)(d)<br>r170<br>r173(2)(f)<br>r174 | 2.1<br>2.1.1<br>2.2<br>2.2.1 | <ul style="list-style-type: none"> <li>• Acceptance and Refusal of Authorisations Policy</li> <li>• Administration of Medication Policy</li> <li>• Asthma Management Policy</li> <li>• Anaphylaxis Management Policy</li> <li>• Celebrations Policy</li> <li>• Child Safe Environment Policy</li> <li>• Diabetes Management Policy</li> <li>• Enrolment Policy</li> <li>• Epilepsy Management Policy</li> <li>• Health and Safety Policy</li> <li>• Incident, Injury, Trauma and Illness Policy</li> <li>• Privacy &amp; Confidentiality Policy</li> <li>• Sick Children Policy</li> <li>• Work Health and Safety Policy</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">ASCIA anaphylaxis e-training for schools and early childhood education/care</a></li> <li>• <a href="#">ASCIA plans for Anaphylaxis</a></li> <li>• <a href="#">Cystic Fibrosis Australia</a></li> <li>• <a href="#">Diabetes Australia</a></li> <li>• <a href="#">Epilepsy Foundation</a></li> <li>• <a href="#">National Asthma Australia</a></li> <li>• Australian Children’s Education &amp; Care Quality Authority. (2014).</li> <li>• Australian Government Department of Education, Skills and Employment. (2011). <i>My Time, Our Place: Framework for School Age Care in Australia</i>.</li> <li>• Australian Society of Clinical Immunology and Allergy. ascia. <a href="https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis">https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis</a></li> <li>• Early Childhood Australia Code of Ethics. (2016).</li> <li>• Education and Care Services National Law Act 2010. (Amended 2018). <a href="#">Education and Care Services National Regulations</a>. (2011).</li> <li>• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).</li> <li>• Guide to the National Quality Framework. (2017). (amended 2020).</li> <li>• National Health and Medical Research Council. (2013). <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i> (5th</li> </ul> |

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|--|--|--|---|
|  |  |  | Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.). <ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004.</i></li> <li>• Revised National Quality Standard. (2018).</li> </ul> |
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**ENDORSEMENT BY CONNELLS POINT BEFORE & AFTER SCHOOL CARE INC.**

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| <b>Approval Date: 11 August 2021</b><br><b>Date for Review: 11 August 2022</b> |  |
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