

# Dealing with Medical Conditions Policy

## Policy Statement

Uniting Early Learning Services is committed to:

- fulfilling the service’s duty of care requirement under legislation to ensure that those involved in the programs and activities of the service are appropriately supported and protected from harm;
- recognising the importance of providing a safe learning environment for children with specific medical and health care requirements;
- ensuring that educators have the skills and expertise and confidence necessary to support the inclusion and management of children with additional health needs and can respond effectively to a medical condition emergency;
- identifying clear procedures to support the health, wellbeing and inclusion of all children enrolled at the service;
- actively involving the parents of each child with a medical condition, to assess risks and develop risk minimisation and management strategies for their child;
- service practices that support the enrolment of children and families with specific health care requirements;
- raising awareness of families, staff, children and others attending the service about specific medical conditions;
- providing an environment in which all children with specific health care requirements can participate to their full potential.

## Executive Summary

Staff members, parents, volunteers and students will be informed about the practices to be followed in relation to supporting the specific needs of a child with a medical condition. If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, parents will be provided with a copy of this policy and other relevant policies. A risk minimisation plan must be developed for each child with a specific medical condition on enrolment or upon diagnosis, and the plan should be reviewed at least annually or earlier where the child’s medical condition or support needs change.

A communication plan needs to be developed and ongoing communication established between parents and staff regarding the current status of a child’s specific health care need, allergy or other relevant medical condition. Families should provide information on their child’s health, medications, allergies, their medical practitioner’s details, emergency contact names and phone numbers, and a medical management plan (where required) signed by their medical practitioner, treating team following enrolment and prior to the child commencing at the service.

Educators/staff should receive regular training in managing specific health care needs such as asthma management, anaphylaxis management, type 1 diabetes management, epilepsy and seizure management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.

DOCUMENT TITLE & NUMBER	DEALING WITH MEDICAL CONDITIONS POLICY			
Content Owner	Uniting Early Learning-Head of Early Learning			Page 1 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

Medication and medical procedures administered to a child must meet legislative requirements at all times.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is accepted by the service, it is vital that prior arrangements are negotiated with the parent, authorised nominees or appropriate health care workers to prepare for the event that the child will require a procedure or emergency response while in attendance at the service. Parents and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at the service.

## Current Environmental Context

All Uniting Early Learning educators will hold current and approved first aid, anaphylaxis and emergency asthma management training in accordance with legislation. Risk minimisation and communication plans for medical conditions will be displayed at the service and reviewed regularly.

Anaphylaxis, asthma, type 1 diabetes and epilepsy are medical conditions with specific requirements in early childhood services. Refer to the specific appendix (below) for practices to be followed, including; medical management and risk minimisation plans.

**Attachment 23a:** Responsibilities relating to the Dealing with Medical Conditions Policy

**Attachment 23b:** Communication plan

**Appendix 23.1:** Anaphylaxis Policy

**Appendix 23.2:** Asthma Policy

**Appendix 23.3:** Type 1 Diabetes Policy

**Appendix 23.4:** Epilepsy Policy

**Form 23.1:** Medical Conditions Risk Minimisation plan and Communication plan – [Click here](#)

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 2 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

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## Reference/Sources

This policy should be read in conjunction with:

*Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (approved May 2017).

<i>Administration of First Aid Policy</i>	<i>Administration of Medication Policy</i>
<i>Anaphylaxis Appendix Policy</i>	<i>Asthma Appendix Policy</i>
<i>Dealing with Infectious Diseases Policy</i>	<i>Diabetes Appendix Policy</i>
<i>Enrolment and Orientation Policy</i>	<i>Epilepsy Appendix Policy</i>
<i>Excursions, Regular Outings and Service Events Policy</i>	<i>Food Safety Policy</i>
<i>Hygiene and Infectious Disease Policy</i>	<i>Incident, Injury, Trauma and Illness Policy</i>
<i>Inclusion and Diversity Policy-L1</i>	<i>Nutrition, Oral Health and Active Play Policy</i>
<i>Privacy and Confidentiality Policy-L2</i>	<i>Supervision of Children Policy</i>
<i>Access and Equity Policy-L2</i>	

- *Children's Services Act 1996*: Section 26
- *Children's Services Regulations 2009*: Regulation 34, 36, 41
- *Education and Care Services National Law Act 2010*: Section 173
- *Education and Care Services National Regulations 2011*: Regulations 90, 91, 96, 102, 136, 137, 146, 147, 160-162, 168, 170, 173, 181, 183, 184, 246
- *Health Act 1958*
- *Health Records Act 2001 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- National Quality Framework: *Fact Sheet: Children with medical conditions attending education and care* <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/medicalconditions.aspx>
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
- National Health and Medical Research Council (2013), *Staying Healthy: Preventing infectious diseases in early childhood education and care services* 5<sup>th</sup> edition. Available at: <http://www.nhmrc.gov.au/guidelines-publications/ch55>
- Tasmanian Licensing Standards for Centre Based Child Care Class 5 (0-12years), 2014.

## Authorisation

This policy was adopted by Uniting Early Learning on: 14 December 2018

## Review

This policy is to be reviewed by 30 November 2020

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 3 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

## Attachment 23a: Responsibilities relating to the Dealing with Medical Conditions Policy

### Approved Provider/Licensee

- Ensure that all staff, parents, volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within.
- Inform the Approved Provider / Licensee of any issues that impact on the implementation of this policy.
- Develop and implement a communication plan (refer to *Attachment 23b*) and encourage ongoing communication between parents and staff regarding the current status of a child's specific health care need, allergy or other relevant medical condition, this policy and its implementation.
- Ensure educators and relevant staff receive First Aid Training.
- Ensure relevant educators/staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis and type 1 diabetes management, epilepsy and seizure management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.
- Ensure at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are attending the service.
- Establish robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy.
- Ensure families and educators/staff understand and acknowledge each other's responsibilities under this policy.
- Ensure families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan (where required) signed by their medical practitioner, following enrolment and prior to the child commencing at the service.
- Ensure that a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually or more often if the treatment changes.
- Ensure that parents who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies.
- Follow appropriate reporting procedures set out in the *Incident, Injury, Trauma and Illness Policy* in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma.

### Responsible Person

- Implement this policy at the service and ensuring that all educators/staff follow the policy and procedures set out within.
- Identify specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensure, in consultation with the Approved Provider / Licensee, that educators/staff access appropriate training.
- 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 service's procedures for dealing with emergencies involving allergies and anaphylaxis.
- Ensure a copy of the child's medical management plan is visible and known to staff in the service. Prior to displaying the medical management plan, explain to parents the need to display the plan for the purpose of the child's safety, and obtain their consent.
- Provide information to the community about resources and support for managing specific medical conditions while respecting the privacy of the child enrolled at the service and their families/support network.

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 4 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

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- Maintain ongoing communication between educators/ staff and parents in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.

## Educator

- Follow appropriate reporting procedures set out in the *Incident, Injury, Trauma and Illness Policy* in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma.
- Ensure children do not swap or share food, food utensils or food containers.
- Ensure opportunities for a child to participate in any activity on the same basis, exercise or excursion that is appropriate and in accordance with their risk minimisation plan.
- Develop a risk minimisation plan, together with the child's parents, regarding the specific medical condition.
- Administer medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*.
- Communicate any relevant information provided by parents regarding their child's medical condition to the responsible person to ensure all information held by the service is current.
- Be aware of individual requirements of children with specific medical conditions.
- Monitor signs and symptoms of specific medical conditions and communicate any concerns to the responsible person.
- Adequately supervise all children, including those with specific medical conditions.
- Inform the responsible person of any issues that impact on the implementation of this policy.

## Parent

- Inform the service of their child's medical conditions, if any, and of any specific requirements that their child may have in relation to their medical condition.
- Develop a risk minimisation plan with the Responsible person and/or other relevant staff members at the service
- Communicate with the educators and relevant staff about the child's medical condition on a regular basis and in the format mutually agreed in the communication plan.
- 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/staff in the event of an incident relating to the child's specific health care needs. This should be updated annually or as the medical treatment changes.
- Meet the cost of training staff to perform specific medical procedures as relevant to their child, if required.
- Notify the responsible person of any changes to the status of their child's medical condition and provide a new medical management plan in accordance with these changes.
- Inform the Responsible person of any issues that impact on the implementation of this policy by the service.
- Provide and restock as necessary, all required medical supplies to the service as listed on the child's medical management plan.

**Note:** Volunteers, contractors and students, while at the service, are responsible for following this policy and its procedures.

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 5 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

## Attachment 23b: Communication Plan

This plan forms part of the policy and outlines how the service will communicate with parents and staff in relation to the policy. The communication plan also describes how parents and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed with a medical condition is enrolled at the service or returns to the service following a diagnosis of a medical condition.

### The parents will:

- Be consulted on health and well-being matters
- Ensure that the current medical management plans is completed with a medical practitioner prior to accessing the children's service
- Ensure that the medical management plan remains current for the need of the child and updated at least annually
- Provide the required in-date medication
- Provide the required medication kit, equipment and health supplies as required for managing the health condition. For example: type 1 diabetes blood glucose meter or medication atomiser
- Provide the required permissions and consents
- Advise the Responsible person of any changes to the relevant medical condition
- Monitor the required medication and date of expiry
- Be treated with respect and dignity at all times

### The Responsible person will:

#### At enrolment with the family:

- Provide a copy of the medical conditions policy and (if appropriate), the relevant appendix policy
- Complete the risk minimisation and communication plan
- Ensure signature and date to acknowledge agreement of the communication plan
- Ensure that any required medication and equipment is supplied, in- date and present prior to child commencing at the service or returning to a service following the diagnosis of a medical condition
- Check to ensure accurate and common understanding of the medical management plan
- Identify training required by staff to support the child's medical condition

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 6 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

### After enrolment:

- Liaise with the family on a quarterly basis to check currency and status of child's medical condition
- Review risk assessment and child's medication needs at least annually or if the medical condition changes, and after any incident
- Remind and invite parents to update the medical management and the risk mitigation plans through individual notices, reminders in newsletters, and email
- Ensure all families and persons attending the service are aware of specific risks that may impact their or their child's engagement in the service when interacting with a child with a medical condition e.g. peanut allergy
- Provide clear communication to the cook (if engaged) regarding any child that has a specific medical health condition, including risk minimisation plans
- Where appropriate, provide educational information at the service, to raise community awareness and understanding of specific medical conditions.

### With educators:

- Verbally convey information in a timely manner to all relevant staff, ensuring educators' awareness of each child's medical condition
- Arrange training of staff as required to support child's needs
- Confirm where the child's medical management plan (including the child's photograph) will be displayed
- Confirm where the child's medication and health equipment/supplies will be located
- Update centre information, displayed and recorded documentation
- Ensure all educators are aware of medical management action and risk minimisation plans
- Inform, provide and question all staff of their understanding regarding the medical management plan and of any changes that occur to the plan
- Include as a standing agenda item in the staff meeting, the identification of changes (updated and amendments) to an individual child's medical management plan
- Be treated with respect and dignity at all times

### During site induction of new/ relief staff:

- Discuss and show location of medical management plans, medication and health equipment/supplies
- Verbally ensure that there is a physical identification of each child with a relevant medical condition
- Explain any other procedures and/or individual strategies as noted in the communication plan
- Identify whether new/relief staff have the training required to support the service's children with medical conditions and additional support needs

### The educators will:

- Advise and invite parents to update the medical management and risk mitigation plans in consultation with the Responsible person
- Advise families of any matters arising pertaining to the child with the medical condition
- Monitor and check that there are adequate stocks of any required medication, equipment or supplies
- Monitor expiry dates of any medications and supplies
- Advise parents when more supplies are required

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 7 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	

### The cook (if engaged) will:

- At enrolment, be aware and act upon any relevant information and risk minimisation plans pertaining to individual children
- Follow the risk minimisation plan for all children identified with a dietary requirement pertaining to a relevant medical condition
- Provide parents with a copy of the menu being served at the centre if requested
- Ensure parents are notified of any changes to the menu
- At enrolment, be aware and act upon any relevant information and risk minimisation plans pertaining to individual children
- Follow the risk minimisation plan for all children identified with a dietary requirement pertaining to a relevant medical condition
- Provide parents with a copy of the menu being served at the centre if requested
- Ensure parents are notified of any changes to the menu

### Volunteers and other visiting professionals

- Ensure that the medical condition policy is adhered to
- Maintain privacy in accordance with parental consent, and initiate discussion in regards to a child's medical condition where relevant, with the responsible person, to ensure the safety health and wellbeing of the child.

DOCUMENT TITLE & NUMBER		DEALING WITH MEDICAL CONDITIONS POLICY		
Content Owner	Uniting Early Learning-Head of Early Learning			Page 8 of 8
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 023
Date Published	14/12/2018	Revision Due Date	30/11/2020	