



P2-10: Medical Conditions Policy

To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition, Queanbeyan & District Preschool Association (QDPA) will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. QDPA 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.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of a serious incident
85	Incident, injury, trauma, and illness policy
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(c) and (d)	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
174	Time to notify certain circumstances to Regulatory Authority

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Asthma Management Policy Anaphylaxis Management Policy Celebrations Policy Child Safe Environment Policy Diabetes Management Policy Enrolment Policy	Epilepsy Management Policy Family Communication Policy Health and Safety Policy Incident, Injury, Trauma, and Illness Policy Nutrition Food Safety Policy Privacy and Confidentiality Policy Sick Children Policy Supervision Policy Work Health and Safety Policy
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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 the 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 Service.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of QDPA.



DUTY OF CARE

QDPA has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled within QDPA 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

QDPA will involve all educators, families, and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. QDPA is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions including having families provide written permission to display the child's medical management plan in prominent positions within the Preschool.

There are several 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 Preschool to ensure their individual health, safety, and wellbeing.

It is imperative that all educators and volunteers at the Preschool 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.
- 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 the QDPA's *Medical Conditions Policy* and any other relevant medical conditions policy.
- a child is not enrolled at, nor will attend the Preschool 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 at the Preschool each day e.g., asthma inhalers, adrenaline auto injection devices or insulin. QDPA recommends leaving medication for life-threatening conditions at the Preschool to ensure it is always on site and available.
- educators, staff, and volunteers have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy*)



- 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.
- new staff members are provided with induction and ongoing training to assist managers, educators, and other staff effectively and children with medical management plans are clearly identified.
- all aspects of operation of the Preschool must be considered to ensure inclusion of each child into the program.
- to develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and classroom teachers/lead educators to ensure communication between families and educators is on-going and effective.
- at least one staff member or nominated supervisor attends all times 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 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 Preschool 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 the service.
- educators and staff will be informed immediately about any changes to a child's medical management plan and risk management plan.
- to record any prescribed health information and retain copies of a medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's file (electronically on OWNA and/or in enrolment/medical files). A copy is also made available in the child's QDPA medication bag.
- educators have access to emergency contact information for the child.



- casual staff are informed of children and staff members who have specific medical conditions, food allergies, the type of condition or allergies they have, and QDPA's procedures for dealing with emergencies involving allergies and anaphylaxis.
- a copy of the child's medical management plan is visibly displayed (in an area not generally available to families and visitors) but known to all staff and volunteers in the Preschool.
- 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 witness.
- copies of children's medical management plans and medication are taken on any excursion or emergency evacuation from the service.
- a notice is displayed prominently in the main entrance of the Preschool 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 (regulation 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). See *Child Protection Policy* for further information regarding legal obligations to sharing of information.

Nominated Supervisor/Responsible Person/educators will ensure:

- in the event that of a high-risk scenario where a child suffers from an allergic reaction, incident, situation, or event related to a medical condition the Preschool and staff 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 Director/Nominated Supervisor will ensure the *Incident, Injury, Trauma, and Illness Record* is completed in its entirety on OWNA.
- the Director/Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.



Food Handlers will ensure:

- to keep up to date with professional training to help manage food allergies in ECEC services.
- practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food.
- any changes to children's medical management plans or risk minimisation plans are implemented immediately.

Families will ensure:

- they provide management with accurate information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form.
- the QDPA enrolment form is completed in its entirety providing specific details about the child's medical condition.
- they acknowledge they have received/or are provided access to QDPA's *Medical Conditions Policy and Administration of Medication Policy* at time of enrolment.
- they provide the Preschool with a medical management plan prior to enrolment of their child.
- they consult with management to develop a risk minimisation plan and communication plan.
- they notify the Preschool if any changes are to occur to the medical management plan through the communication plan and/or meetings with the nominated supervisor.
- they provide adequate supplies of the required medication and medical authorisation on *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 enrolment documentation of any medical condition annually.
- they provide written consent for their child's medical management plan to be displayed in the Preschool.

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 from the Preschool.
 - 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 displayed for educators and staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the Preschool.
 - the Preschool must ensure the medical management plan always remains current.
 - 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. (Regulation 90(1)(c))

The Director/Nominated Supervisor will arrange a meeting with the parents/guardian as soon as the Preschool 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 Preschool 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 educators.
- parents are notified by educators in advance of any special activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed.
- appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Control of Infectious Diseases Policy*.

COMMUNICATION PLAN

The communication plan explains how relevant staff members 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 staff members and volunteers are informed about the *Medical Conditions Policy*, the medical management plan and risk minimisation plan for the child; and

At all times, families who have a child attending the Preschool 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.

RESOURCES

[ASCIA anaphylaxis e-training for schools and early childhood education/care](#)

[ASCIA plans for Anaphylaxis](#)

[Coeliac Australia](#)

[Cystic Fibrosis Australia](#)

[Diabetes Australia](#)

[Epilepsy Foundation](#)

[National Asthma Australia](#)

[National Allergy Strategy](#)

SOURCE



Australian Children’s Education & Care Quality Authority. (2014).

Australian Children’s Education & Care Quality Authority (ACECQA). 20201. Policy and Procedure Guidelines. *Dealing with Medicals in Children Policy Guidelines*.

Australian society of clinical immunology and allergy. ASCIA. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

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Federal Register of Legislation *Privacy Act 1988*.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).

Occupational Health and Safety Act 2004.

Revised National Quality Standard. (2018).

Department of Education Victoria *Meeting children’s health needs* (2020).

REVIEW

Version Control	Date	Author	Description of Change
1.0	2018	QDPA	Original document
2.0	Mar 2021	QDPA	<ul style="list-style-type: none"> Document reviewed with change in leadership team in 2021. Version control and description box added to clarify reviewed items/new inclusions. Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes. Former allergies policy incorporated into policy for consistency. Detail added to medical condition management regarding action and minimisation plans. Responsibilities outlined for management and families
3.0	April 2022	QDPA	Scheduled Review <ul style="list-style-type: none"> Relevant regulations updated & duty of care section added. Inclusion of staff annual ASCIA anaphylaxis e-training as best practice Detailed procedure of management of high-risk scenarios Resources added for management of medical conditions. Sources checked for currency
4.0	April 2023	QDPA	Scheduled Review <ul style="list-style-type: none"> policy maintenance inclusion of legislation for information sharing schemes including -Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) for Vic. Services



QUEANBEYAN & DISTRICT PRESCHOOL ASSOCIATION

			<ul style="list-style-type: none">• minor formatting edits within text• hyperlinks checked and repaired as required
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