

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 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

RELATED POLICIES

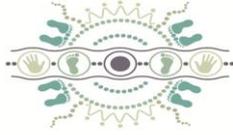
Acceptance and Refusal of Authorisations Policy	Emergency and Evacuation Policy
Administration of Medication Policy	Food Safety Policy
Celebrations Policy	Incident, Injury, Trauma, and Illness Policy
Child Safe Environment Policy	Nutrition and Mealtimes Policy
Dealing with Infectious Diseases Policy	Privacy and Confidentiality Policy
Enrolment Policy	Record Keeping and Retention Policy
Excursion and Centre Events Policy	Supervision Policy
	Work Health and Safety Handbook

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 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, students, volunteers 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

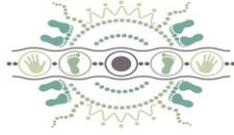
QDPA will involve all educators, families, and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. QDPA is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant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

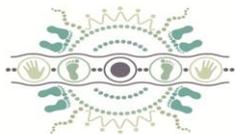
THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE:

- ensure obligations under the *Education and Care Services National Law and National Regulations* are met
- all staff, educators, students, visitors and volunteers have knowledge of and adhere to this policy and relevant health management policies 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

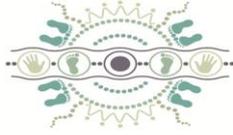


injection devices or insulin. QDPA recommends leaving medication for life-threatening conditions at the Preschool to ensure it is always on site and available.

- all medication provided to the preschool, including over the counter medication that forms part of the child's medical management plan, must be clearly labelled with a pharmacist label with the child's name and prescribed dosage
- educators, staff, and volunteers have knowledge and access to this policy and relevant health management policies
- 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.
- at least one staff member or nominated supervisor 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 practitioners 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 and communication 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.
- communication regarding children's health requirements is delivered to families in a culturally sensitive and respectful manner
- 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 with authorisation to display obtained from parent/guardian.
- risk minimisation plans and communication plans for individual children are accessible to all staff
- procedures are adhered to regarding storage and administration of medication at all times as per the *Administration of Medication Policy*.
- educators are informed of specific medication requirements for children with medical management plans, including where medication is stored and/or any specific dietary requirements
- 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 (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). See *Child Protection Policy* for further information regarding legal obligations to sharing of information.



FOLLOWING AN INCIDENT:

- 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 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*
- 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 or responsible person 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 on OWNA
- the approved provider/nominated supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.
- the approved provider/nominated supervisor will conduct a review of practices following a medical emergency at the Service, including an assessment of areas for improvement.

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.

EDUCATORS WILL:

- follow this policy and associated medical policies and procedures
- inform the approved provider/nominated supervisor of communication from families that may impact changes and updates to the individual medical management plan
- notify the approved provider or nominated supervisor of any issues implementing this policy or procedure
- ensure medication is stored and administered in accordance with the *Administration of Medication Policy*, including ensuring 2 educators are present during the administration of medication
- follow medical management plans at all times, 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
- participate in the review of risk assessments and implement changes as required
- 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.

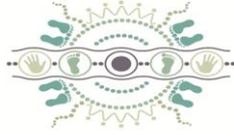
FAMILIES WILL ENSURE:

- they provide management with accurate information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form during the enrolment process.
- the QDPA enrolment form is completed in its entirety providing specific details about the child's medical condition.
- they 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 and/or
 - an individual Asthma or Anaphylaxis Action Plan
 - an individual Diabetes Management Plan
- 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 or risk minimisation plan through email, 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*
- their child's name is clearly written on all medication provided to the Service
- 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 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



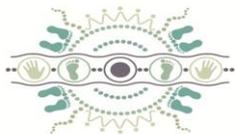
- supporting documentation (if required)
- a recent photo of the child
- current medication and dosage prescribed for the child.
- if relevant, state what triggers the allergy or medical condition.
- first aid/emergency response that may be required from the Preschool.
- any medication that may be required 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 in areas for educators and staff to view easily but are harder for the public to view to ensure privacy, safety and wellbeing of the child.
- 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 Approved Provider/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 *Dealing with Infectious Diseases Policy*.

COMMUNICATION PLAN

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

Families are required to notify the Preschool if any changes are to occur to the medical management plan or risk minimisation plan through email, communication plan and/or meetings with the nominated supervisor.

RESOURCES

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

[ASCIA plans for Anaphylaxis](#)

[Coeliac Australia](#)

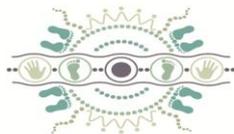
[Cystic Fibrosis Australia](#)

[Diabetes Australia](#)

[Epilepsy Foundation](#)

[National Asthma Australia](#)

[National Allergy Strategy](#)



CONTINUOUS IMPROVEMENT/REFLECTION

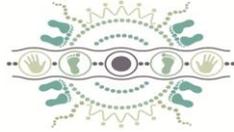
Our *Medical Conditions Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

- Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- Australian Children’s Education & Care Quality Authority (ACECQA). 2021. [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 2025).
[Education and Care Services National Regulations.](#) (Amended 2025).
- Federal Register of Legislation *Privacy Act 1988.*
- National Health and Medical Research Council. (2024). [Staying Healthy: preventing infectious diseases in early childhood education and care services \(6th Ed.\)](#). NHMRC. Canberra.
- Occupational Health and Safety Act 2004.*
- 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



			<ul style="list-style-type: none"> • inclusion of legislation for information sharing schemes including - Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) for Vic. Services • minor formatting edits within text • hyperlinks checked and repaired as required
5.0	September 2024	QDPA	<p>Scheduled Review</p> <ul style="list-style-type: none"> • annual policy maintenance • method for families to notify Service of changes to child’s medical management plan added • minor changes within policy as best practice
6.0	January 2026	QDPA	<ul style="list-style-type: none"> • annual policy maintenance • added review of practices following any medical emergency at the Service • added section- Educators will • sources checked for currency and updated as required