



Medical Conditions Policy

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

Education and Care Services National Regulations

Under the Education and Care Services National Law

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
96	Self-administration of medication

Aim

To efficiently respond to and manage medical conditions at the Centre, ensuring the safety and wellbeing of children, staff, families and visitors.

Implementation

Warradale Community Children's Centre is committed to adhering to privacy and confidential procedures when dealing with individual health requirements. 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 the service. Key requirements must be in place prior to the child commencing at the Centre to ensure their individual health and safety.

Leadership will ensure:

- Educators, staff and students have a clear understanding about children's individual medical conditions.
- Communication between families and educators is on-going and effective.
- Educators receive appropriate training in managing specific medical conditions.
- There is an Educator in attendance at all times with a current accredited first aid and CPR training
- Educators to keep their First Aid training up to date
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Families provide required information on their child's medical condition, including
 - Medication
 - Allergies
 - Medical Practitioner contact details
 - Medical Management Plan
- A Medical Management Plan/Risk Minimisation Plan has been developed in consultation with families and the child's medical practitioner.
- Educators have emergency contact information for the child and notify relief staff on where important numbers are kept.
- Casual/Relief staff and students are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the Centre's procedures for dealing with emergencies involving allergies and anaphylaxis.
- A copy of the child's medical management plan is visibly displayed and known to staff in the Centre.
- A child is not enrolled at the Centre without a Medical Management Plan and prescribed medication by their medical practitioner, such as asthma inhalers, adrenaline auto injection devices and Insulin.
- All staff (including volunteers) know where first aid box is located and where Children's medications are stored. A clear photograph display of children and their medical conditions are visible to staff in the room (including on trolley).
- Take responsibility in checking medications are in date and to notify the parents if pending expiry date is near.
- That in the event that a child suffers from reaction, incident, situation or event related to a medical condition the staff will:
 - Follow the child's Emergency Medical/Action Plan.
 - Call an ambulance immediately by dialling 000
 - Commence first aid measures/monitoring
 - Contact the parent/guardian as soon as practicable

- Contact the emergency contact if the parents or guardian can't be contacted when practicable
- Notify the regulatory authority (within 24 hours)

Families will ensure:

- They provide management with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal communication/meetings.
- The Centre enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They notify the Centre if any changes are to occur to the Medical Management Plan.
- They provide the required medication and complete the long-term medication record.
- They provide an updated copy of the child's Medical Management Plan every 12 months.
- They notify the Service if any changes are to occur to the Medical Management Plan.
- Take responsibility to ensure medications are in date.

Medical Management Plan

- This Plan should:
 - have supporting documentation if appropriate
 - include a photo of the child
 - if relevant, state what triggers the allergy or medical condition
 - include first aid needed
 - Include contact details of the doctor who signed the plan
 - state when the plan should be reviewed
- A copy of the Medical Management Plan will be displayed for educators, staff and students to see, to ensure the safety and wellbeing of the child.
- The team leader must ensure the medical management plan remains current and up to date all times.

Risk Minimisation Plan

All children with a diagnosed medical condition must have a risk minimisation plan in place.

A meeting will be arranged with the parents/guardian as soon as the Centre has been advised of the medical condition. During this meeting, a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

1. That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
2. That practices and procedures in relation to the safe handling, preparation and consumption and service of food are developed and implemented
3. To ensure 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
4. Practices ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
5. That the child does not attend the Centre without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy, or relevant medical condition
6. Plan(s) in conjunction with parents/guardians will be reviewed at least annually and/or will be revised with each change in the Medical Management Plan
7. Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day
8. Educators will notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made.
9. Educators will ensure appropriate hygiene practices are followed when managing medical conditions.
10. Risk Minimisation Plans will be reviewed in collaboration with families every 6/12 months

At all times, families who have a child attending the Centre who have a diagnosed medical condition will be provided with a copy of this policy which includes a communication plan and any other relevant policies.

Evaluation

- This policy is viewed as working effectively when medical conditions at the Centre are managed efficiently

Source

- Education and Care Services National Regulation
- Occupational Health and Safety Act
- Revised National Quality Standards

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	31/3/18	Policy developed	Trish Cook	April 2020
	April 2020	Informing students has been added to the processes	Trish Cook	April 2021
1.1	24/7/23	Acknowledgement at top and regulations. Minor adjustments to family and leadership responsibilities.	Michelle and Pamela	December 2024
1.2	Sept 2004	No change	Lori Hay	Sept 2025