



Wangaratta Children's Services Centre Dealing with Medical Condition in Children Policy and Procedures 2023

Document Type	Corporate Policy
Department	Children's Services
Date of Council Endorsement	27 September 2023
Date for Review	September 2027
Responsible Officer	Family and Early Childhood Services Coordinator
Authorising Officer	Director Community and Infrastructure
Version Reference Number	1.0
SIM Reference Number	TBC

National Quality Standard

2.1	Each child's health and physical activity is supported and promoted
2.2	Each child is protected
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

National Regulations

Section/ Regulation	Description
Regulation 12	Meaning of a serious incident
Regulation 85	Incident, injury, trauma and illness policy
Regulation 86	Notification to parent of incident, injury, trauma or illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 89	First aid kits
Regulation 90	Medical Conditions Policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Regulation 95	Procedure for administration of medication
Regulation 136	First Aid qualifications
Regulation 162 (c & d)	Health information to be kept in enrolment record
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 174	Time to notify certain circumstances to Regulatory Authority

Statement and Purpose

Children are supported to feel physically and emotionally well and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they have a medical condition or are unwell. At all times, staff will act in the best

interests of the children and ensure the health, safety and wellbeing of all children being educated and cared for at the service.

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for dealing with medical conditions in children.

Policy and Procedure

Children's Services will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Our Service is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions including having family's permission to display the child's medical management plan in prominent positions within the Service. 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 procedures and strategies must be in place prior to the child commencing at the service to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at the Service 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.

Duty Of Care

Our Service has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the service are met. This includes our responsibility to provide:

- safe environment for children free of foreseeable harm; and
- adequate supervision of children always.

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)). 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;
- 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 Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or medical condition;
- Risk minimisation plans 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.

Communication Plan

The communication plan explains how relevant staff members and volunteers are informed about 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 to ensure:

- All relevant staff members and volunteers are informed about Medical Conditions Policy, the medical management plan and risk minimisation plan for the child; and
- An individual child communication document is created so that a parent can communicate any changes to the medical management plan and risk management plan for child.

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

Medical Management Plan

Any medical management plan provided by a child's parent and/or registered medical practitioner should include the following:

- Specific details of the diagnosed health care need, allergy or relevant medication condition;
- 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 service;
- 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;
- The service must ensure the medical management plan always remains current; and
- Educators and staff are updated immediately about any changes to a child's medical management plan.

Roles and Responsibilities

The Approved Provider / Management will Ensure:

- All enrolment forms are reviewed to identify any specific health care needs, 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 Services dealing with Medical Condition Policy and any other relevant medical conditions policy;
- A child is not enrolled at, nor will attend the Service without a medical management plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided at the service each day;
- 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 conditions 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 Service 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 lead educators to ensure communication between families and educator is ongoing and effective.
- Staff are provided with annual anaphylaxis e-training to provide consistent and evidence-based approaches to prevention, recognition, and emergency treatment of anaphylaxis;
- At least one staff member or nominated supervisor is in attendance at all times with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate;
- 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, allergies or relevant medical condition including:
 - Medical 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 service and/or an individual

Asthma or Anaphylaxis Action 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 with at the service;
- Educators and staff will be informed immediately about any changes to a child's medical management plan and risk management plan;
- records of 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 enrolment folder;
- Educators have access to up-to-date emergency contact information for the child;
- Causal/relief staff are informed of children and staff members who have specific medical conditions, food allergies, the type of condition or allergies they have and the service procedures for dealing with emergencies involving allergies and anaphylaxis;
- Procedures are always adhered to regarding the administration of medication;
- Administration of medication records 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; and
- A notice is displayed prominently in the main entrance of the Service 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)

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 Service 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;

- Contact the child's parent/guardian or emergency contact when practicable, but as soon as possible;
- Ensure the Incident, Injury, Trauma and Illness Record is completed in its entirety;
- The Director/ Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.

Cook and Food Handlers will ensure:

- they keep up to date with professional training to help manage food allergies in early childhood education and care (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 Service enrolment form is completed in its entirety providing specific details about the child's medical condition;
- They provide the Service with a medical management plan prior to enrolment of their child;
- They consult with management/educators to develop a risk minimisation plan and communication plan;
- They notify the Service if any changes are to occur to the medical management plan through the communication plan;
- Provide adequate medication supplies and medical authorisation on the Administration of Medication Record Form.

Breaches

Any breaches of this policy will be managed in the first instance by the Family and

Early Childhood Services Coordinator in consideration of the Centre's Code of Conduct. The Coordinator will liaise with all impacted children, parents and guardians in the event a breach of this policy has a potential or actual negative impact on a child.

The Coordinator may avail themselves of the professional assistance of the Manager Community Services or Council's People and Culture Department to establish appropriate remedial actions where appropriate.

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Gender Impact Assessment

This policy has considered and applied Council's Gender Impact Assessment Template and satisfies the provisions established in the *Gender Equality Act 2020* (Vic).

Definitions

Term	Meaning	Source
ACECQA	The Australian Children's Education and Care Quality Authority	
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulation

Approved first aid qualifications	A qualification that includes training in the matters set out below, that relates to and is appropriate to children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website. Matters are likely to include: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an autoimmune adrenalin device	National Regulation
ASCIA	Australasian Society of Clinical Immunology and Allergy	
Communication plan	A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.	
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over the counter and complementary medicines. All	National Regulation
	therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).	
Medication Condition	This may be described as a condition that has been diagnosed by a registered medical practitioner	Guide to the National Quality Framework

Medical Management Plan	A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child.	
Risk minimisation plan	A document prepared by service staff for a child, in consultation with the child's parents, setting out means of managing and minimising risks relating to the child's specific health care need, allergy or other relevant medical condition.	Guide to the NQF

References and other policies:

Legislation and Guidelines Australian Children's Education &

Care Quality Authority 2014.

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/asciaaction-plan-for-anaphylaxis>

Early Childhood Australia Code of Ethics 2016 Education and Care Services

National Law Act 2010 Education and Care Services National Regulations.2011).

Federal Register of Legislation Privacy Act 1988.

Guide to the Education and Care Services

National Law and the Education and Care Services National Regulations 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.).

Department of Education Victoria Meeting children's health needs (2020)

Policies

Acceptance and Refusal of Authorisations Policy 2023

Administration of First Aid Policy 2023

Enrolment and Orientation Policy 2023

Incident, Injury, Trauma and Illness Policy 2023

Nutrition, Food and Beverages and Dietary Requirements Policy 2023

Providing a child safe environment policy

Version History		
Version Number	Date of change	Reasons for change
1.0	September 2023	Re-formatting and restructure of Council's Children Services policy framework