



# Medical Conditions

Review Date: 16/04/19

## Introduction

Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a person is at risk of anaphylaxis. In many cases these can be life threatening.

Our service is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of everyone at this service.

Our service is also committed to ensuring our educators and staff are equipped with the knowledge and skills to manage situations to ensure all members of our pre-school community receive the highest level of care and to ensure their needs are considered at all times.

Providing families with ongoing information about medical conditions and their management is a key priority.

## Goals – What are we going to do?

Our education and care service will minimise the risks around medical conditions of children by:

- Collaborating with adults or with families of children with diagnosed medical conditions to develop a risk minimisation plan;
- Informing all staff, including casual staff, educators and volunteers, of anyone diagnosed with a medical condition and the risk minimisation procedures for these;
- Providing all families with current information about identified medical conditions of anyone at the service with strategies to support the implementation of the risk minimisation plan;
- Ensuring anyone with diagnosed medical conditions have a current risk minimisation plan that is accessible to all staff; and
- Ensuring all staff are adequately trained in the administration of emergency medication.

## Strategies - How will it be done?

### The Approved Provider will:

- Ensure the Nominated Supervisor fulfils responsibilities in the management of medical conditions.

## Enrolment of children into the centre

### The Nominated Supervisor will:

- Ensure that any parent with a child enrolled at the service that has a specific health care need, allergy or other relevant medical condition is provided with access to this *Medical Conditions* policy;
- Inform adults or parents of the requirement to provide the service with a medical management plan of their child's condition;
- Collaborate with adults or with families of children with medical conditions to develop a risk minimisation plan to ensure the child's safety and wellbeing:
  - to ensure that the risks relating to specific health care needs, allergies or relevant medical conditions are assessed and minimised; and
  - if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
  - if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk and strategies for minimising the risk are developed and implemented; and
  - to ensure that practices and procedures ensuring that all staff members and volunteers can identify the person, their medical management plan and the location of their medication are developed and implemented; and
  - if relevant, to ensure that practices and procedures ensuring that the person does not attend the service without medication prescribed by their medical practitioner in relation to their specific health care need, allergy or relevant medical condition are developed and implemented; and
- Ensure that all staff and educators are aware of the medical management plan and risk minimisation plan;
- Ensure that staff are adequately trained in procedures contained in the medical management plan; and
- Inform students, visitors and casual staff and families enrolled at the centre of the need to follow procedures and routines to safeguard people with diagnosed medical conditions.

## Communication and display of medical information

### The Nominated Supervisor will:

- Ensure all medical management and risk minimisation plans are accessible to all staff;
- Ensure that all plans are current and kept up to date;
- Develop a communication plan to ensure that relevant staff members and volunteers are informed of the medical conditions policy, medical management plans and risk minimisation plans;
- Develop a communication plan to ensure that parents can communicate any changes to the medical management plan and risk minimisation plan; and
- Update the communication plan as needed;

### Educators and staff will:

- Ensure they are aware of anyone attending the service with medical conditions and be familiar with the medical management and risk minimisation plans of each person diagnosed with a medical condition; and
- Consult the communication plan to ensure they are aware of their communication responsibilities.

## Management of asthma, anaphylaxis and diabetes

### The Nominated Supervisor will:

- Ensure that all staff are adequately trained in the management of asthma, diabetes and anaphylaxis, and that training includes identifying medical emergencies; and
- Ensure that all staff are adequately trained in the administration of emergency medication such as the Epi-Pen or asthma medication. Training will be provided around specific diabetes management if there is a child enrolled, or a staff member employed, with the condition.

### Educators and staff will:

- Be alert to the immediate needs of anyone who presents with symptoms of anaphylaxis and asthma; and
- Administer emergency medication in accordance with their training, as required.

## **Statutory Legislation & Considerations**

*Education and Care Services  
National Regulations 2011:  
90, 91, 94*

## **Related Policies**

*Confidentiality*

*First Aid*

*Incident, injury, Trauma & Illness*

*Asthma Management*

## **Documentation and record keeping**

### **The Approved Provider will:**

- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

### **The Nominated Supervisor will:**

- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

### **Educators and staff will:**

- Complete a Medication Record when a child receives emergency medication; and
- Will provide parents with a copy of the Medication Record.

## **Policy Availability**

The medical conditions policy will be readily accessible to all educators, staff, families and visitors, and ongoing feedback on this policy will be invited.

## **Evaluation**

- Educators respond in an effective manner to any medical conditions incident, and documentation is completed, shared, and stored as appropriate;
- Plans to effectively manage medical conditions are developed in consultation with families, and implemented; and
- Regular reviews of procedures and policy are implemented.

**President's Name:** .....

**President's Signature:** .....

**Date:** ...../...../.....

**REVIEW DATE:** .....

