



Dealing with Medical Conditions in Children

Review Date: 25/06/2026

Policy Statement

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

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

Our preschool 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 preschool 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 family with a child enrolled at the preschool that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this *Dealing with Medical Conditions in Children* policy;
- Inform adults or families 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 families 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 preschool 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 Action Plan and Risk Minimisation Plan;
- Ensure that staff are adequately trained in procedures contained in the medical Action Plan; and
- Inform students, visitors, casual staff and families enrolled at the centre of the need to prohibit or manage any items which may present a hazard to people with diagnosed medical conditions.

Communication and display of medical information

The Nominated Supervisor will:

- Ensure all medical action plans 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 action 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 action and risk minimisation plans of each person diagnosed with a medical condition; and
- Will consult the communication plan to ensure they are aware of their communication responsibilities.
- Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of foods are adhered to.
- Ensure all changes to children’s medical management are implemented immediately within the program e.g. cooking experiences.

Families will:

- Advise the service of the child’s medical conditions and their specific needs as part of the condition.
- Provide regular updates to the service on the child’s medical condition including any changes, and ensure all information is up- to date.
- Provide a current medical plan from a doctor upon enrolment, and a diagnosis of the medical condition or conditions as required.
- Collaborate with the service to develop a risk management plan.

Management of asthma and anaphylaxis

The Nominated Supervisor will:

- Ensure that all staff are adequately trained in the management of asthma 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.
- If a child is diagnosed as being at risk of anaphylaxis, ensure that a notice is displayed in a position visible from the main entrance to inform families and visitors to the service.

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.

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 in OWNA when a child receives emergency medication; and
- Will provide families with a copy of the Medication Record via OWNA.

Sources

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

CELA Sample Policies

<https://www.cela.org.au/resource/medication-and-health-statement-13062017/>

Guide to National Quality Framework (October 2018)

Statutory Legislation & Considerations

Education and Care Services National Regulations 2011: 87, 90, 91, 92, 93, 94, 162(c)(d),168

Related Policies

- Confidentiality
- First Aid
- Incident, injury, trauma & illness
- Administration of Medication
- Acceptance and Refusal of Authorisations
- Nutrition, food, Beverage & Dietary requirements

In Development

- Supervision Plan for Meals Policy

Policy Availability

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

This policy is also available on our website (evansheadwoodburnpreschool.com.au) and in hard copy at the service.

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 are developed in consultation with families, and implemented; and
- Records will be updated as soon as reasonably possible after communications with families, regarding changes to plans.
- Regular reviews of procedures and policy are implemented.

On behalf of the Management Committee:

Name: Lauren Heath

Signature:.....

Date:

REVIEW DATE: 25th June 2026

POLICY REVISION

Reviewed	Adopted by	Review date
03/08/2017	Belinda Fayle (President)	03/08/2019
22/06/2021	Aaron Kennedy (Treasurer)	22/06/2023
24/10/2023	Narissa Cuskelly	24/10/2025