



**Capturing Kids' Minds**  
*Building Brainpower*

## MEDICAL CONDITIONS POLICY

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical condition our OSHC Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We 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 situation 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.                                  |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS |                                                                                                                        |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 86                                               | Notification to parent of incident, injury, trauma or illness                                                          |
| 87                                               | Incident, injury, trauma and illness record                                                                            |
| 90                                               | Medical Conditions Policy                                                                                              |
| 90 (1) (a)                                       | The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis |
| 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                                                                                                                        |
| 136            | First Aid qualifications                                                                                                                                 |
| 162(c) and (d) | <b>Health information to be kept in enrolment record</b>                                                                                                 |
| 168(2)(d)      | <b>Policies and procedures are required in relation to dealing with medical conditions in children, including the matters set out in regulation 90</b>   |
| 170            | Policies and procedures are to be followed                                                                                                               |
| 173(2)(f)      | <b>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</b> |
| 174            | Time to notify certain circumstances to Regulatory Authority                                                                                             |

**RELATED POLICIES**

|                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Acceptance and Refusal of Authorisations Policy</b><br/> <b>Administration of Medication Policy</b><br/> <b>Asthma Management Policy</b><br/> <b>Anaphylaxis Management Policy</b><br/> <b>Celebrations Policy</b><br/> <b>Child Safe Environment Policy</b><br/> <b>Diabetes Management Policy</b><br/> <b>Enrolment Policy</b></p> | <p>Epilepsy Management Policy<br/>                 Health and Safety Policy<br/>                 Incident, Injury, Trauma and Illness Policy<br/>                 Privacy &amp; Confidentiality Policy<br/>                 Sick Children Policy<br/>                 Work Health and Safety Policy</p> |
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**PURPOSE**

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage 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 OSHC Service.

**SCOPE**

This policy applies to children, families, staff, management and visitors of the OSHC Service.

**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:

- a. a safe environment for children free of foreseeable harm *and*
- b. adequate supervision of children at all times.

## IMPLEMENTATION

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

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.**

### The Approved Provider/Management will ensure:

- 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 Service's *Medical Conditions Policy*
- a child is not enrolled at, nor will attend the OSHC 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 to the service each day [e.g. asthma inhalers, adrenaline auto injection devices or insulin]**
- educators, staff and volunteers have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy*)
- 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**

- all aspects of operation of the service must be considered to ensure inclusion of each child into the program
- develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and lead educators to ensure communication between families and educators is on-going and effective
- staff are provided with annual ASCIA anaphylaxis e-training to provide consistent and evidence-based approaches to prevention, recognition and emergency treatment of anaphylaxis **[this is not mandated]**
- 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 **(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 practitioner 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 service 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 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, risk management plan**
- to record any prescribed health information and retain copies of medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's enrolment folder
- 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 the Service'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 staff in the OSHC Service
- **procedures are adhered to regarding the administration of medication at all times**
- **administration of medication record is accurately completed and signed by the educator and witnesses**
- medication self-administered by a child over preschool aged, is only permitted with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication
- **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).**

In the event that a **high-risk scenario where a** child suffers from a 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
- the nominated supervisor will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible
- **the Director/Nominated Supervisor will 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.**

#### Families will ensure:

- the OSHC Service enrolment form is completed in its entirety providing specific details about the child's medical condition

- they provide management with information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form and through verbal communication/meetings
- they provide the OSHC Service with a medical management plan prior to enrolment of their child
- **they consult with management to develop a risk minimisation plan**
- **they acknowledge they have received/or are provided access to the Service's *Medical Conditions Policy and Administration of Medication Policy* at time of enrolment**
- they notify the OSHC Service if any changes are to occur to the medical management plan
- notify the OSHC Service, verbally when children are taking any short-term medications AND whether or not these medications may be self-administered (only applicable for a child over preschool age)
- **they provide adequate supplies of the required medication and medication authorisation on an Administration of Medication Record**
- they provide an updated copy of the child's medical management plan **annually** or evidence from a Medical Practitioner to confirm the plan remains unchanged
- they provide written consent for their child's medical management plan to be displayed in the OSHC service.

### Self-Administration of Medication

A child over preschool age may self-administer medication under the following circumstances:

- a parent or guardian provides written authorisation with consent on the child's enrolment form - administration of medication
- medication is stored safely by an educator, who will provide it to the child when required
- supervision is provided by an educator whilst the child is self-administering medication
- an accurate record is made in the medication record for the child that the medication has been self-administered.

### 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
  - 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 for educators and staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the OSHC Service
  - the OSHC Service must ensure the medical management plan remains current all times
  - **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 Director/Nominated Supervisor will arrange a meeting** with the parents/guardian as soon as the OSHC Service 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 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** 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 *Control of Infectious Diseases Policy*.

## COMMUNICATION PLAN

The communication plan explains how relevant staff members 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 and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child; and
- that an individual child communication book/document is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing.

At all times, families who have a child attending the OSHC 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 plans.

## 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](#)



**SOURCE**

Australian Children’s Education & Care Quality Authority. (2014).  
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 Guide to the National Quality Framework. (2017). (amended 2020).  
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 Revised National Quality Standard. (2018).  
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**REVIEW**

| POLICY REVIEWED | MAY/JULY 2021                                                                                                                                                                                                                                                                                                                                                                                                                                          | NEXT REVIEW DATE | JUNE 2022 |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| MODIFICATIONS   | <ul style="list-style-type: none"> <li>• <b>relevant regulations updated</b></li> <li>• <b>Duty of Care section added</b></li> <li>• <b>inclusion of staff annual ASCIA anaphylaxis e-training as best practice</b></li> <li>• <b>detailed procedure of management of high-risk scenarios</b></li> <li>• <b>resources added for management of medical conditions</b></li> <li>• <b>sources checked for currency and updated as required</b></li> </ul> |                  |           |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                 | NEXT REVIEW DATE |           |
| MARCH 2020      | <ul style="list-style-type: none"> <li>• additional information added to points</li> <li>• additional wording added to include diagnosed health care need, allergy or relevant medical condition</li> <li>• inclusion of asthma, anaphylaxis and diabetes policies</li> <li>• additional sources</li> </ul>                                                                                                                                            | MAY 2021         |           |
| JUNE 2019       | <ul style="list-style-type: none"> <li>• Contextualised for OSHC</li> <li>• Some grammar, punctuation and spelling edited</li> <li>• Additional information added to points</li> <li>• Sources/references added &amp; alphabetised</li> <li>• Related policies added</li> </ul>                                                                                                                                                                        | JUNE 2020        |           |
| JUNE 2019       | <ul style="list-style-type: none"> <li>• New policy created to support the health and safety of children</li> </ul>                                                                                                                                                                                                                                                                                                                                    | JUNE 2020        |           |