

# Dealing with Medical Conditions Policy



*Play, laugh...  
...learn, grow!*

## **Mandatory – Quality Area 2**

### **PURPOSE**

This policy will provide guidelines for Goulburn Region Preschool Association Inc to ensure that:

- clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the centre
- centre practices support the enrolment of children and families with specific health care requirements.

### **POLICY STATEMENT**

#### **1. VALUES**

Goulburn Region Preschool Association Inc is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective hygiene practices. This will be achieved through:

- fulfilling the centre's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved in the programs and activities of [Centre Name] are protected from harm
- informing educators, staff, volunteers, children and families on the importance of adhering to the *Dealing with Medical Conditions Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the centre
- ensuring that educators have the skills and expertise necessary to support the inclusion of children with additional health needs.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Goulburn Region Preschool Association Inc, including during offsite excursions and activities.

This policy should be read in conjunction with:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*
- *Epilepsy Policy*
- *Supervision of Children Policy*

#### **3. PROCEDURES**

**The Approved Provider is responsible for:**

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within

- developing and implementing a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation
- ensuring relevant educators/staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs
- ensuring that educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the centre as required by the regulation the centre is operating under at the time.
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the centre
- ensuring that a risk minimisation plan (refer to *Anaphylaxis Policy* for a sample risk minimisation plan) is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- ensuring that parents/guardians who are enrolling a child with specific health care needs have access to a copy of this and other relevant GRPSA policies.

**All Early Childhood Staff are responsible for:**

- implementing this policy at the centre and ensuring that all educators/staff follow the policy and procedures set out within
- informing the Approved Provider of any issues that impact on the implementation of this policy
- ensuring that the *AV How to Call Card* is displayed near all telephones
- identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the Approved Provider, that educators/staff access appropriate training
- ensuring children do not swap or share food from their own food containers/lunchboxes
- ensuring children do not swap or share utensils when eating food provided by the centre
- supervising children's use of utensils (such as tongs) when children are serving themselves to ensure appropriate hygiene is maintained
- ensuring food preparation, food service and relief staff 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
- ensuring a copy of the child's medical management plan is visible and known to staff in the centre. Prior to displaying the medical management plan, staff must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent (refer to *Privacy and Confidentiality Policy*)
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the centre

- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the centre.
- communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisors to ensure all information held by the centre is current
- being aware of individual requirements of children with specific medical conditions
- monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisors
- adequately supervising all children, including those with specific medical conditions
- informing the Nominated Supervisors of any issues that impact on the implementation of this policy.

**Parents/guardians are responsible for:**

- informing the centre of their child's medical conditions, if any, and informing the centre of any specific requirements that their child may have in relation to their medical condition
- developing a risk minimisation plan with the Nominated Supervisors and/or other relevant staff members at the centre
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs
- notifying relevant staff of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- informing relevant staff of any issues that impact on the implementation of this policy by the centre.

**Volunteers and students, while at the centre, are responsible for following this policy and its procedures.**

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

## **ATTACHMENTS**

- Attachment 1: Communication Plan

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc on 8<sup>th</sup> October 2012

Reviewed and Approved: 24<sup>th</sup> September 2016

Reviewed and Attachment 1 added: June 30<sup>th</sup>2017

Reviewed and Approved: 28<sup>th</sup> April 2020

**REVIEW DATE: APRIL 2023**

## **ATTACHMENT 1**

### **Communication Plan**

This is to be read in conjunction with the relevant policy.

#### **PURPOSE**

The Communication Plan will ensure all members of the centre are aware of the procedures for the following circumstances:

- Prevention and management of a medical condition.
- Understanding and supporting court orders.

#### **Expectations of parents:**

- At the time of enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student. It is expected that the parent will advise the centre without delay when a child is diagnosed by a medical practitioner as being at risk of a medical condition. An Action Plan will be developed by their medical practitioner, and placed in the centre for easy access; this should clearly state where the medication is located.
- At the time of enrolment, or at the time when court orders are received by the centre, all staff members will familiarise themselves with the orders, and if necessary, seek clarification from an expert, such as a police officer.
- A risk minimization plan will be written by the early childhood staff in consultation with the parents.
- Parents of children with a medical condition will be given a copy of the relevant policy on notifying the centre of the medical condition.
- In the case of anaphylaxis, a sign stating that a child with anaphylaxis is enrolled at the centre and what the allergy is will be displayed at the entrance of the centre.
- Parents will also be notified regarding points in the risk minimisation plan that they need to adhere to, such as hand washing before entering the centre.
- Relief staff will be made aware of the plan and actions to take in case of all medical conditions, or any instructions regarding court orders, on arrival at the centre before commencing for the day.
- All staff will be briefed regularly, regarding the children with medical conditions especially the minimisation plans and first aid.
- All changes to the risk minimisation plan or first aid, will be clearly changed on the action plan and communicated clearly to all staff, working at the centre, as soon as practicable after the change is made.
- Any changes to court orders will be communicated clearly to all staff in the centre, as soon as practicable after new documents have been received.

