

# Medical Conditions



## Policy

Janelle Street Centre will minimise the risks associated with medical conditions of children by:

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

## Background

Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Janelle Street Centre is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this service. Janelle Street Centre is also committed to ensuring our educators are equipped with the knowledge and skills to manage situations to ensure all children 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 the management of conditions is a key priority.

### **Refer also to specific policies for Management of Asthma, Diabetes and Anaphylaxis**

## Practices

The Approved Provider will:

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

## Enrolment of Children into the Centre

The Responsible Person will:

- Ensure that any parent with a child enrolled at the centre that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this *Medical Conditions* policy;
- Inform parents of the requirement to provide the service with a current medical management plan of their child's condition from their child's GP;
- Collaborate 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 the child's specific health care need, allergy or relevant medical condition 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 to a child and strategies for minimising the risk are developed and implemented; and
  - To ensure that practices and procedures ensuring that all educators and volunteers can identify the child, the child's medical management plan and the location of the child's medication, are developed and implemented; and
  - If relevant, to ensure that practices and procedures ensuring 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 care need, allergy or relevant medical condition are developed and implemented.
- Ensure that all educators are aware of the medical management plan and risk minimisation plan;
  - Ensure that educators are adequately trained in procedures contained in the medical management plan; and
  - Inform other families enrolled at the centre of the need to prohibit any items which may present a hazard to children with diagnosed medical conditions.

## Communication and Display of Medical Information

The Responsible Person will:

- Ensure all medical management and risk minimisation plans are accessible to all educators and staff;
- Ensure that all plans are current and kept up to date;
- Develop a communication plan to ensure that relevant educators and volunteers are informed of the medical conditions policy, the medical management plan and risk minimisation plan for the child;
- 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 will:

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

## Management of Asthma, Diabetes and Anaphylaxis

The Responsible Person will ensure that all educators are adequately trained in:

- The management of asthma, diabetes and anaphylaxis, and that training includes identifying medical emergencies; and
- The administration of emergency medication such as the Epi-Pen, or diabetic or asthma medication.

Educators will:

- Be alert to the immediate needs of children who present with symptoms of anaphylaxis, diabetes and asthma; and
- Administer emergency medication in accordance with their training, as required, ensuring that they have another educator to witness the administration of any medication.

## 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 Responsible Person will:

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

Educators will:

- Complete a Medication Record when a child receives emergency medication; and
- Provide parents with a copy of the Medication Report

### **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.

### **Sources**

- [www.cela.org.au](http://www.cela.org.au) (accessed October 12, 2023)

**Adopted: November 07, 2012**

**Review No. 10: April 30, 2024**