



# Child Care – Medical Conditions Policy

Koonung Cottage Community House - Inc A0009540J

## Purpose:

To recognise the importance of providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective practices and a planned approach to managing these.

Koonung Cottage Community House (KCCH) will ensure that clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service.

Medical conditions and other specific health care needs include, but are not limited to asthma, diabetes, epilepsy, or a diagnosis that a child is at risk of anaphylaxis. In many cases, these can be life-threatening.

KCCH is 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.

## Principles:

KCCH recognises the importance of providing a safe environment for children with medical and specific health care requirements by:

- Implementing and maintaining effective hygiene practices to minimise the risk of cross-infection
- Fulfilling the service's duty of care requirements 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 KCCH services are protected from harm
- Informing educators, staff (including relief), volunteers, children and families of the importance of adhering to the Medical Conditions Policy and its associated procedures to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service
- Ensuring that educators have the skills and expertise necessary to support the inclusion of the children with additional health care needs.
- Working in partnership with families, medical practitioners, and allied health.

## Scope:

This policy applies to all KCCH staff, volunteers and parents/guardians/family members.

This policy will be read in conjunction with

- Administration of First Aid Procedure
- Anaphylaxis Procedure
- Asthma Procedure

## Background:

In the management of medical conditions:

- Parents are required to provide a medical management plan if an enrolled child has a specific health care need, allergy or relevant medical condition
- An Individual risk minimisation plan is developed by the Nominated Supervisor in consultation with the child's parents/guardians
- A communication plan is developed by the Nominated Supervisor in consultation with the child's parents/guardians for educators and parents/guardians
- Educators (including relief) must be informed about the practices which are to be followed
- Where a child is enrolled at the service has a specific health care need, allergy or other relevant medical condition, parents/guardians must be provided with a copy of this policy and the relevant procedures.

Educators may need additional information from a medical practitioner where the child requires:

- Multiple medications simultaneously
- A specific medical procedure to be followed

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is accepted by the service, it is vital that prior arrangements and training are negotiated with the parent/guardian, authorised nominee, or appropriate health care workers. Prior to commencement or immediately upon diagnosis, training is required to prepare for the event that the child will require a procedure while in attendance at the service.

Parents/guardians and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing the service or immediately upon a new diagnosis.

### **Medical Management Plans:**

Under regulation 90 and 92, all children with a medical condition that requires particular treatment or first aid while at the service must have a medical management plan completed by the child's medical practitioner. This plan must include the following information:

- Identifying information – child's name, date of birth, recent photograph.
- Information on the child's medical condition.
- Indicators of the need for medical intervention or treatment.
- Emergency contact people and phone numbers (including parents/guardians and child's medical practitioner).
- Clear instructions to cover all foreseeable circumstances including management in the service (indoors and in the playground).
- Emergency procedures.
- Specific information about medication including administration, storage, timing, dosage and possible side effects.
- Relevant forms and written advice from medical practitioners and parents/guardians regarding the medical treatment of the child.
- Any specific instructions on meal management.
- Toileting procedures and management (if applicable).
- The people responsible for particular actions.
- Consideration of issues of privacy and confidentiality – who needs to know what.
- The degree of involvement by the child in their own medical action plan.

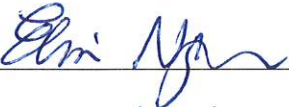
## Roles and Responsibilities

COG, Manager	<p>Accountable for:</p> <ul style="list-style-type: none"> <li>• Ensuring implementation and compliance of this policy and associated procedures</li> <li>• Ensuring that parents are notified within 14 days if any changes to this policy</li> <li>• Promoting awareness of this policy and its associated procedures</li> <li>• Ensuring that staff are offered support and debriefing following a serious incident</li> </ul>
Nominated Supervisors	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring all children with medical conditions have the appropriate documentation and staff have received relevant professional development that is required to care for the specific health needs</li> <li>• Ensuring all staff and volunteers are provided with a copy of the policy and have a clear understanding of the procedures and practices outlined within and that there are robust induction procedures</li> <li>• Ensuring families and educators understand and acknowledge each other's responsibilities under this policy and associated procedures</li> <li>• Implementing this policy at the service and ensuring that all educators follow the policy and procedures set out within</li> <li>• Informing the Manager of any issues that impact the implementation of this policy</li> <li>• Identifying specific training needs of educators who work with children diagnosed with a medical condition and ensuring, in consultation with the Manager, that educators access appropriate training prior to commencement or immediately upon diagnosis</li> <li>• Ensuring that a medical management plan meets the requirements outlined above and is signed by the child's Registered Medical Practitioner. This is to be kept with the enrolment forms and a further copy is to remain readily accessible to all staff. An additional copy of the child's medical management plan is to be included with the child's relevant medication.</li> <li>• Ensuring a copy of the child's medical management plan is visible and known to staff in the service. Prior to displaying the medical management plan, the Nominated Supervisor must explain to the parents/guardians the need to display the plan for the child's safety and obtain their consent.</li> <li>• Ensuring that all staff are aware of the location of the medication and the relevant medical management plans.</li> <li>• Ensuring that any prescribed medication is stored in an insulated container in a location easily accessible to adults, which is inaccessible to children and away from direct sources of heat.</li> <li>• Ensuring that a child does not attend the service without the relevant medication available on site and that this remains on site at all times (with the exception of Insulin)</li> <li>• Ensuring that the child does not attend the service until staff have</li> </ul>

	<p>completed appropriate training opportunities to care for the child's individual health care needs.</p> <ul style="list-style-type: none"> <li>• Supporting educators to develop and implement a communication plan and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy, or relevant medical condition, this policy and its implementation.</li> <li>• Ensuring that an Individual risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis and that this plan is implemented. These plans are to be reviewed and updated at least, but not restricted to, annually.</li> <li>• Administering medications as required, in accordance with the procedures outlined in the Medications Policy and ensuring that a medication record is kept for each child to whom medication is to be administered by the service.</li> <li>• Ensuring that written notice is given to parent/guardian as soon as medication is administered in an emergency.</li> <li>• Ensuring at least one educator 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 cared for by the service. This staff member requires knowledge of how to keep the child well, the signs and symptoms of the relevant medical condition that requires attention or treatment, and how to respond to these.</li> <li>• Ensuring that the AV How to Call Card is displayed near all telephones</li> <li>• Ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies</li> <li>• Ensuring opportunities for a child to participate in any activity that is appropriate and in accordance with their risk minimisation plans and that children diagnosed with a medical condition are not discriminated against and can fully participate in all activities.</li> <li>• 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 service.</li> <li>• Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service.</li> </ul>
<p>Educators – including volunteers and students</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Implementation of this policy and associated procedures</li> <li>• Communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the service is current.</li> <li>• Provide a safe environment by ensuring that the child's individual risk minimisation plan, medical management plan and</li> </ul>

	<p>communication plan are implemented and adhered to and reviewed when required if changes to health needs or at least annually if no health changes.</p> <ul style="list-style-type: none"> <li>• Being aware of individual requirements of children with specific medical conditions.</li> <li>• Monitoring signs and symptoms of specific medical conditions and responding as per Medical Management Plan communicating any concerns to the Nominated Supervisors.</li> <li>• Ensuring that all children are adequately supervised while providing emergency medical assistance and emotional support to the child involved in the incident.</li> <li>• Ensuring that the details of any incident are recorded on the Incident, Injury, Trauma and Illness record and the medication record as required.</li> <li>• Inform the family if any planned special occasions or events that could affect the child and discuss options to ensure that child can be fully included.</li> <li>• Participating in mandatory first aid and CPR training as required.</li> <li>• Participating in additional required training in order to care for specific medical conditions.</li> <li>• Informing the Nominated Supervisor of any issues that impact the implementation of this policy.</li> </ul>
Parents/Guardians	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Informing the service of their child's medical conditions on commencement or immediately upon diagnosis, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition.</li> <li>• Developing an Individual risk minimisation plan with the Nominated Supervisor.</li> <li>• 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 in the event of an incident relating to the child's specific health care needs.</li> <li>• Providing the service with all relevant medication (within expiry dates) which is to remain available on-site at all times (with the exception of Insulin).</li> <li>• Replacing all relevant medication before the expiry date to ensure that always available for use.</li> <li>• Notifying the Nominated Supervisor of any changes to the status of their child's medical condition immediately and providing a new medical management plan in accordance with these changes.</li> <li>• Being contactable, either directly or through emergency contacts listed in the child's enrolment record, in the event of an incident.</li> <li>• Informing the Nominated Supervisor of any issues that impact the implementation of this policy by the service.</li> </ul>

**Adopted by the Committee of Governance**

<b>Signature:</b>	
<b>Name:</b>	Elissa Nguyen.
<b>Position:</b>	Chair.
<b>Date:</b>	11.11.21.
<b>Review Date:</b>	