

ECECP Procedure 8.1

Managing Medical Conditions

Controlled Document

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Document Owner:	Manager – Early Childhood Education & Care		Approved by:	Executive Manager – Children & Youth Services	
Reviewed by:	Project Officer – Early Childhood Education & Care		Quality & Risk		

Policy attached to this procedure	Medical Conditions Policy, Anaphylaxis Management Policy, Asthma Management Policy, Diabetes Management Policy
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To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition, our 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.

Working in conjunction with the *Medical Conditions Policy*, this procedure provides detailed steps for management and educators to follow when a child with a health care, allergy or medical condition enrolls at the Service.

Education and Care Services National Law or Regulations (*90, 90(1)(iv), 91, 92, 93, 94, 95, 96, 136 and 170*)

NQS QA 2: Element 2.1.1 and 2.2.1 Wellbeing and comfort, Health practices and procedures

IN CASE OF EMERGENCY DIAL 000

OVERVIEW	
1	The approved provider, nominated supervisor will review and update the Service’s <i>Medical Conditions Policy</i> regularly in consultation with children, families, staff, educators and management
2	During orientation and induction students, volunteers and educators are informed about the Service’s procedures and policies in relation to managing children with diagnosed health care needs, allergies and medical conditions

3	During orientation and induction students, volunteers and educators are made aware of individual medical management plans for each child.	
4	<i>Medical management plans, including risk minimisation plans and communication plans</i> are to be stored within the child's enrolment records	

STEP 1 – ORIENTATION AND ENROLMENT

1	At the time of enrolment, the nominated supervisor will ask families if the child has any health care need, allergy or medical condition	
2	The nominated supervisor will ensure the enrolment form includes health care needs, allergies or identified medical conditions for the new child	
3	All families will be informed of the Service's management of the <i>Medical Conditions Policy</i> during the enrolment process	
4	The nominated supervisor will meet with the family to discuss the details of the health care need, allergy or medical condition and what adjustments may be needed to the practices of the Service or environment to ensure inclusion of the child	
5	The nominated supervisor will advise the family of the <i>Medical Conditions Policy</i> and any relevant policies such as <i>Anaphylaxis Management Policy</i> or <i>Asthma Management Policy</i> , including the additional requirements for enrolment such as a <i>medical management plan</i> and the development of a <i>risk minimisation plan</i> and <i>communication plan</i>	
6	Families enrolling a child with a health care need, allergy or medical condition will be provided with a copy of the <i>Medical Conditions Policy</i> along with any other relevant policies	
7	The nominated supervisor will ensure families are aware of the obligation to keep <i>medical management plans</i> up to date at all times	

STEP 2 – MEDICAL MANAGEMENT PLANS

1	The family will develop a <i>medical management plan</i> in consultation with the child's registered medical practitioner. This MUST be completed before the child can attend the Service.	
2	The <i>medical management plan</i> may include any ASCIA Anaphylaxis, Asthma Action Plan or diabetes management plan	
3	The nominated supervisor will ensure parents/guardians provide consent to display the child's <i>medical management plan</i>	

4	The nominated supervisor will ensure individual <i>medical management plans</i> are displayed in the child's room, staff areas and food preparation areas, considering the child's privacy by locating them in an area less prominent to families and children	
5	The nominated supervisor will ensure any medications required as part of the medical management plan are available at the Service each time the child attends and is clearly labelled with the child's name and prescribed dosage	
6	The nominated supervisor will ensure educators are informed of specific medication requirements for children, including where medication is stored	
7	Educators will ensure medications are stored as per <i>medical management plan</i> and <i>Administration of Medication Policy</i>	
8	Educators will ensure an <i>Administration of Medication</i> form is completed each time medication is administered and acknowledged by the parent/guardian each day	
9	Educators will ensure <i>medical management plans</i> and any medication are taken from the Service in the event of an emergency evacuation or on an excursion	
10	The nominated supervisor will ensure that any medication required to be transported to and from school/OSHC will be done by a staff member or educator	
11	Educators are to ensure the child's medical management plan is followed in the event of a health care incident.	
12	The nominated supervisor/ Approved Provider will notify the regulatory authority (within 24 hours) in the event of a serious incident.	

STEP 3 – MEDICAL RISK MINIMISATION PLANS

1	Using the information gathered from the <i>medical management plan</i> , the nominated supervisor in conjunction with family and Educator will develop a <i>risk minimisation plan</i> to: <ul style="list-style-type: none"> consider and identify potential risks to the child within the Service environment develop strategies for the management of the health care need, allergy or medical condition and emergency response procedures and, identify who will be included in this process. 	
2	The nominated supervisor will consider if any training or professional development is required for educators as part of the <i>risk minimisation plan</i>	
3	The <i>risk minimisation plan</i> will record any dietary modifications as part of the <i>medical management plan</i>	

4	<i>Risk minimisation plans</i> are required to be reviewed at least annually or revised with each change to a child's <i>medical management plan</i>	
5	The nominated supervisor will ensure risk minimisation plans are accessible for all staff	

STEP 4 – MEDICAL COMMUNICATION PLAN

1	The nominated supervisor will create a <i>communication plan</i> for each child and ensure all educators and staff are advised of individual <i>medical management plans</i> and <i>risk minimisation plans</i> and method of communicating with the family	
2	The nominated supervisor will consult with each family and inform how the <i>communication plan</i> will be maintained within the Service to ensure their child's health and safety	
3	Families will notify the Service if any changes are to occur to the <i>medical management plan</i> or <i>risk minimisation plan</i> through email, communication plan and/or meetings with the nominated supervisor	
4	The nominated supervisor will ensure relief staff, students, volunteers, Early Intervention Specialists are informed of and familiar with any <i>medical management plans</i> and <i>risk minimisation plans</i> upon initial contact with the Service. e.g., orientation process, first visit	
5	The nominated supervisor will communicate any individual <i>medical management plans</i> to kitchen staff and discuss strategies identified within the <i>risk minimisation plan</i>	
6	The nominated supervisor will ensure communication plans are accessible for all staff	
7	Any changes to a child's <i>medical management plan</i> and <i>risk minimisation plan</i> will be communicated to educators within the <i>communication plan</i> by a child's parent or the nominated supervisor	
9	A <i>Medical Conditions Register</i> will be maintained to provide details of children attending the Service with any health care needs, allergy or medical condition	

STEP 5 – SELF-ADMINISTRATION OF MEDICATION (OSHC ONLY)

1	The nominated supervisor will ensure that written authorisation is provided by the parent or authorised person nominated on the child's enrolment form for self-administration of medication	
2	An educator will assist the parent or guardian to complete the <i>Administration of Medication Record</i> to ensure all details are submitted and correct.	

3	An educator will take any medication from the parent and either store it in the refrigerator, in a labelled and locked medication container or for medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. Children will not carry medication whilst at the OSHC Service and will hand over medication to an educator upon arrival at the Service (e.g., attending after school care)
4	The nominated supervisor will set a reminder/alert for the time when the medication is to be administered
5	An educator will bring the child to an appropriate area to supervise the child to self-administer the medication. The educator will supervise and witness the child administering medication whilst checking the medication label, dosage and expiry date before the medication is administered.
6	The child and educator will complete the <i>Administration of Medication Record</i> with full name and signature along with time, date and dosage of medication that was administered

STEP 6 – REVIEW

1	The Nominated Supervisor will ensure medical management, communication, and risk minimisation plans are routinely checked, updated when advised by families, and reviewed annually.
2	The nominated supervisor will update and review the <i>Medical Conditions Register</i>
3	The nominated supervisor will ensure <i>Risk minimisation plans</i> are reviewed at least annually or revised with each change to a child's <i>medical management plan</i>
4	The nominated supervisor will conduct a review of practices following a medical emergency at the Service, including an assessment of areas for improvement

IMPORTANT Ensure a copy of the *Medical Conditions Policy* is provided to parents upon enrolment.