

## E-13 Medical Conditions Policy

To support children's wellbeing and manage precise health requirements, the YWCA Hunter will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are developed and implemented.

### POLICY STATEMENT

We aim to efficiently respond to and manage medical conditions at the Service ensuring the safety and wellbeing of children, staff, families and visitors.

### IMPLEMENTATION

Our Service is committed to adhering to privacy and confidential procedures when dealing with individual health requirements. 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 requirements must be in place prior to the child commencing at the Service to ensure their individual health and safety.

#### The Approved Provider/Management Will Ensure:

- Educators and Staff have a clear understanding about children's individual medical conditions.
- Communication between families and Management is ongoing and effective.
- There is an Educator in attendance at all times with a current accredited first aid and CPR training, asthma and anaphylaxis training.
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Families provide required information on their child's medical condition, including
  - Medication
  - Allergies
  - Medical Practitioner contact details
  - Medical Management Plan/Risk Minimisation Plan
- A Medical Management Plan/Risk Minimisation Plan will be developed by the family and the child's medical practitioner.
- All 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 Service's procedures for dealing with emergencies involving allergies and anaphylaxis.
- A copy of the child's Medical Management Plan/Risk Minimisation Plan is visibly displayed to staff and known to staff in the Service.
- A child is not enrolled at the Service without a Medical Management Plan/Risk Minimisation Plan and prescribed medication by their medical practitioner. In particular, medication that is life threatening such as asthma inhalers, adrenaline auto injection devices and Insulin.
- In the event that a child suffers from a severe reaction, incident, situation or event related to a medical condition the Service and staff will:
  - Follow the child's Emergency Medical/Action Plan.
  - Call an ambulance immediately by dialing 000
  - Commence first aid measures/monitoring
  - Contact the parent/guardian when practicable (within 24 hours)

- Contact the emergency contact if the parents or guardian can't be contacted when practicable (within 24 hours)
- Notify the regulatory authority (within 24 hours)

#### Families Will Ensure

- They provide management with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal and written communication.
- The YWCA Hunter's enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They notify the YWCA in writing if any changes are to occur to the Medical Management Plan/Risk Minimisation Plan.
- They provide the required medication and complete the long-term medication record.
- They provide an updated copy of the child's Medical Management Plan/Risk Minimisation Plan every vacation care.

#### Medical Management Plan

Any Medical Management Plan/Risk Minimisation Plan provided by a child's parents and/or registered medical practitioner should:

- have supporting documentation if appropriate
- include a photo of the child
- if relevant, state what triggers the allergy or medical condition
- include first aid needed
- Include contact details of the doctor who signed the plan
- state 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.
- The YWCA Hunter will ensure the medical management plan/Risk Minimisation Plan remains current and up to date all times.

#### Risk Minimisation Plan

All children with a diagnosed medical condition must have a Risk Minimisation Plan in place to ensure:

- That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
- That practices and procedures in relation to the safe handling, preparation of food are implemented
- That the child does not attend the YWCA Hunter without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or relevant medical condition
- Plans will be revised with each change in the Medical Management Plan/Risk Minimisation Plan
- YWCA Hunter will ensure that relevant information pertaining to the child's health and medical condition is communicated to parents at the end of the day
- Parents will be made aware of the activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
- Risk Minimisation Plans will be reviewed by families every vacation care
- A copy of this policy and any other relevant policies will be made available to families who have a child attending the Service who have a diagnosed medical condition.

## SOURCE

- Education and Care Services National Regulation
- National Quality Standards
- Occupational Health and Safety Act

## NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children's Health and Safety	
2.1.1	Each child's health needs are supported
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

## Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
90	Medical Conditions Policy
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

## REVIEW

DATE ENDORSED	June 2015
DATE FOR REVIEW AND EVALUATION	<b>June 2017</b> (Minor changes made to policy and terminology to ensure best practice) <b>August 2017</b> (Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes January 2019 January 2022