

POLICY

POLICY 45: DEALING WITH MEDICAL CONDITIONS

OVERARCHING PERSPECTIVE:

Perspective: Quality Service
Policy: Services and Programs

OUTCOME:

All children enrolled with Our Village Family Childcare Service will receive appropriate medical attention as required.

SCOPE:

This document applies to the Educators, Families, Coordination Unit Staff of Our Village Family Childcare Service.

RATIONALE:

To ensure children who have serious chronic health conditions and require medical management are managed proactively and with full participation by the Coordination Unit, Educators and families.

PROCESS:

For children at risk of Anaphylaxis or Asthma, please refer to Policies 1 and 2.

The management of medical conditions in children should be viewed as a shared responsibility.

The Co-ordination Unit will:

- Seek to identify children with a medical condition during the enrolment process.
- Provide families where a child has a medical condition with a copy of Dealing with Medical Conditions Policy and Governance and Management of the FDC Service Including Confidentiality of Records Policy (number 8) upon enrolment.
- Provide all Educators with a copy of Dealing with Medical Conditions Policy upon registering as an Educator with the service.
- Require all Educators to maintain current accredited First Aid and approved CPR, Asthma and Anaphylaxis training.
- Provide families with a relevant Medical Management Plan template (for example, diabetes Medical Plan) upon enrolment. The family is required to complete the Medical Management Plan and return to the Coordination Unit prior to commencing education and care. The Medical Management Plan is to be kept on the child's file at Our Village Family Childcare Coordination Unit and a copy at the Educator's residence.
- In consultation with the Educator the family will develop a Risk Minimisation Plan and Communication Plan to ensure:
 - Risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
 - If relevant, that practices in relation to the safe handling, preparation, consumption of food are developed and implemented.

- If relevant, that any of the parents of other children and care and education are notified of any known allergens that pose a risk to the child and strategies for minimising the risk are developed and implemented.
 - Ensure that the Medical Management Plan includes how all Coordination Unit staff and/or Educators can identify the child and the location of the child's medication (if any) and Medical Management Plan
 - If relevant, ensure that the family and Educator fully understand that the child cannot attend the service without medication prescribed by the child's medical practitioner in relation to the requirements as stated in the Medical Management Plan.
- Liaise with a child's Family, Health Practitioners and Educator(s) in relation the provision of specific training for the Educator regarding the management of some medical conditions prior to commencing care.
 - In consultation with the Educator and Family, develop a Communication Plan to ensure that:
 - Relevant Coordination Unit staff, volunteers, Educators and families is informed about the medical conditions policy, Medical Management Plan and the risk minimization plan for the child.
 - Inform parents that changes to the Medical Management Plan can occur if the child's condition changes, this would require a new plan to be provided. The risk minimization plan can also change and a discussion about the changes should take place with the Educator, family and Coordination Unit.

Educators will:

- In consultation with the family, optimise the health and safety of the child through supervised management of the child's condition.
- Maintain current accredited First Aid, approved CPR, Asthma and Anaphylaxis Training.
- Undertake specific training to ensure appropriate management of a child's Medical condition.
- Ensure that they are fully aware and understand the procedures and requirements of all children's Medical Management Plan.
- Ensure that they follow the Medical Management Plan in providing ongoing or emergency care for the child.
- Complete the medication records in accordance with requirements whenever administering of medication is required.
- Promptly communicate to parents any concerns about the child's health.
- In consultation with the parent and the Coordination Unit develop a Risk Minimisation Plan as above.
- Implement and follow the Risk Minimization Plan as developed.
- In consultation with the parent and the Coordination Unit develop a Communication Plan.
- Implement and follow the Communication Plan as developed.
- When on outings always carry the child's Medical Management Plan and emergency contacts and if relevant emergency medication. The risk assessment for any outing should consider any child that may need consideration due to a medical condition.
- All medication will be stored safely out of children's reach, but easily recognizable and not locked away. Care to be taken according to the storage requirements for specific medications.

Families will:

- Inform the Coordination Unit staff upon enrolment or on initial diagnosis, that their child has a medical condition, health care need or allergy.
- Provide all relevant information regarding the child's condition to the Coordination Unit.
- Complete the Medical Management Plan and return to the Coordination Unit prior to commencing education and care.
- Discuss with their Educator the child's medical condition and care requirements.
- Provide all relevant medications for the Educator at all times that the child is in care.
- Understand that the child will not be able to attend the service if the medication is part of the Medical Management Plan and is not available for the commencement of care at any time.
- In consultation with Coordination Unit staff and the Educator develop a Risk Minimisation Plan for the child to ensure:
 - Risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
 - If relevant, that practices in relation to the safe handling, preparation, consumption of food are developed and implemented.
 - If relevant, that any of the parents of other children and care and education are notified of any known allergens that pose a risk to the child and strategies for minimising the risk are developed and implemented.
- In consultation with Coordination Unit staff and the Educator develop a Communication Plan for the child to ensure:
 - Relevant Coordination Unit staff, Educators and families is informed about the Dealing with Medical Conditions policy, Medical Management Plan and the Risk Minimization Plan for the child.
 - Inform parents that changes to the Medical Management Plan can occur if the child's condition changes, this would require a new plan to be provided. The Risk Minimization Plan can also change and a discussion about the changes should take place with the Educator, family and Coordination Unit.
- In relation to some medical conditions, families may be required to support specific training for the Educator as required prior to care commencing.
- Communicate all relevant information and concerns with the Educator regarding the child's medical condition.
- Inform the Coordination Unit and Educator of any changes in the child's condition that impact the care required.
- Ensure the Medical Management Plan is reviewed by a medical practitioner annually or sooner if required and provide an updated/reviewed Medical Management Plan to the Coordination Unit and Educator.

APPENDICES:

- Emergency Treatment of an Asthma Attack . First Aid Plan
- Cleaning of asthma devices
- Asthma Action
- Anaphylaxis Action Plan
- Sunbury and Macedon Ranges FDC Risk Minimisation Plan and Communication Plan

DEFINITIONS:


REFERENCES:

Education and Care Services National Regulations 2011 . Regulation 168
 Asthma Foundation for Victoria
 Diabetes Australia
 Epilepsy Foundation Victoria

RELATED DOCUMENTS:

Health and Safety . Administration of First Aid - 48
 Anaphylaxis Management - 1
 Asthma Management - 4
 Acceptance and Refusal of Authorisations - 22
 Medication - 25

This box to be completed after final draft has been approved.

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