

POLICY NO 45: DEALING WITH MEDICAL CONDITIONS

Key Policy Contact Person: Manager, Our Village Family Childcare

CRITICAL INFORMATION:

INDIVIDUAL MEDICAL MANAGEMENT/ACTION PLAN

- The individual Medical/Action Plan provided by the parent will include the following:
 - Information about the diagnosis of allergy including the type of allergy or allergies the child has.
 - Procedures to be taken in the event of an allergic reaction and
 - Medication to be used in managing the condition or allergy.
 - Completed, signed, and dated by a registered medical practitioner and includes an up-to-date photograph of the child (if relevant)
 - The family is required to complete the Medical Management/Action Plan and return to the Coordination Unit prior to commencing education and care.

Families will:

- 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

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PURPOSE:

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.

OUTCOME:

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

SCOPE/RESPONSIBILITIES:

This document applies to the Educators, Families, and Coordination Unit Staff of Our Village Family

Childcare Service.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

PROCEDURES:

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

The management of medical conditions including other non-life-threatening allergies e.g., eczema, hay fever etc. in children should be viewed as a shared responsibility.

Prior to providing education and care to a child with a diagnosed medical condition:

OUR VILLAGE FAMILY CHILDCARE WILL

- Ensure the child's Medical Management Plan completed by a medical practitioner within in the previous 12 months. This document must be signed and include the medical practitioner's official identification stamp.
- Ensure a Risk Minimisation Plan and Communication Plan completed in collaboration with parents/guardians, educator and signed off by the coordination unit.
- Ensure any medication required in the child's Medical Management Plan.
- Where medication is not required a Risk Minimisation Plan and Communication Plan needs to be completed recognising the intolerance and evidence of how this will be managed.
- Support all children to be safely involved in all aspects of the program, regardless of their medical needs.
- Actively involve the parents/guardians of each child with a diagnosed medical condition in assessing risks, developing Risk minimisation Plan and risk management strategies for their child.
- Minimise risk and the likelihood of an event or medical emergency related to a child's medical condition by following each child's Risk Minimisation Plan and Communication Plan
- Raise awareness about Anaphylaxis, Allergies, Asthma, Diabetes, Epilepsy and other medical conditions, their effects, and strategies for appropriate management, among Educators, Staff, parents/guardians, and children.
- Ensure relevant Educators and Staff have adequate training in and knowledge of each child's medical condition and required emergency procedures.
- Seek to identify children with medical conditions including allergies and eczema 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.

- Ensure all Educators maintain current accredited First Aid and approved CPR, Asthma and Anaphylaxis training.
- Provide families with a relevant Medical Management/Action Plan template (for example, diabetes Medical Management Plan, Eczema and/or Allergy Plan) upon enrolment.
- The Medical Management/Action Plan/Asthma 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, 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 to 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 are informed about the medical conditions policy, Medical Management Plan, and the risk minimisation 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

INDIVIDUAL MEDICAL MANAGEMENT/ACTION PLAN/ASTHMA PLAN/EPILEPSY PLAN

The individual Medical/Action Plan/Asthma Plan/Epilepsy Plan provided by the parent will include the following:

- A current-coloured photograph of the child
- Information about the diagnosis of allergy including the type of allergy/allergies/sensitivities/possible side effects/behavioural changes following a seizure the child has.
- Signs and symptoms of the medical condition including any specific monitoring required.
- Emergency contacts for the child's parent/guardian
- Where there is an event or medical emergency educators must follow the child's Medical/Action/Asthma or epilepsy plan accordingly
- The prescribed medication is to be used in managing the condition or allergy.

- Completed, signed, and dated by a registered medical practitioner – including official identification stamp.
- All Medical Management Plans must be updated annually regardless of the timeframe on the plan (including a new photograph), and when the child’s medical condition has changed – new allergens, change in medication or medical condition.
- Where there is food intolerance parents/guardian must complete a Medical Management and Communication Plan.
- Must be displayed in the Educators home.

RISK MINIMISATION PLAN AND COMMUNICATION PLAN

The educator and service will be responsible for implementing the strategies on the Risk Minimisation Plan and Communication Plan to ensure that every precaution is taken to protect children from harm or hazard likely to cause injury.

The educator and service will protect the children from a reaction, attack, seizure, or other medical events by but not limited to:

- Implementing the strategies within the Risk Minimisation Plan and Communication Plan to minimise the risk of exposure to allergens while the child is under the care of an educator, for settings indoors, outdoors and during excursions.
- The Risk Minimisation Plan and communication Plan will include strategies to manage the medical condition.
- Encourage ongoing communication with parents/guardians, educators, and staff regarding the status of the child’s medical condition – E.G. where the child’s symptoms have been present or where they have had a reaction, attack, seizure, or other medical event overnight, if a child has sought medical attention for any illness (such as a medical event or medical emergency as per this policy) etc.
- Communication strategies discussed - including notifications with other age-appropriate (typically 13 yrs +) members of the FDC residence regarding the plan. Information and consent are included within the Educator Family Agreement.
- Information on where the child’s medication, if any, will be stored.
- The child’s emergency contact details
- Updated annually, after an incident and when there is a change to the child’s medical condition.
- The Educator will ensure that any food brought from home meets the requirements of this policy, including any required food restrictions e.g., nuts, and families are notified of:
 - Any cooking experiences included in the educational program; and
 - Any food to be taken or purchased on an excursion.

The Risk Minimisation Plan and Communication 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

SERVICE/EDUCATOR COMMUNICATION PLAN

- Educators will advise the Coordination Unit if a child in their care has a medical condition or allergy.
- Coordination Unit staff will document this information in the child's records.
- Coordination Unit staff will support educators who have a child in their care who has a medical condition or allergy:
 - Briefing the educator on the medical conditions policy and,
 - Causes, symptoms, and treatment of allergies,
 - How to best manage the medical condition
 - First aid emergency response procedures, if required

MEDICATION

Children at the service with a Medical Management Plan can only attend with the medication or other relevant devices E.G Spacer and Ventolin that is detailed within their medical management Plan.

All medication must:

- Be in its original container.
- Have a label with the child's name attached to it.
- Visible expiry and in expiry date.
- All medications for a Medical Management Plan E.G EpiPen must be individually labelled, stored as per the packaging, and kept out of reach of children.
- Medication forms must be completed by the parent/guardian when medication has been administered.
- On excursions the educator must take the individual child's medication with them along with the Medical Management Plan.

After individual medication has been used Educators must clean the spacer before it is stored back in the child's medication bag:

- Dismantle the spacer.
- Wash all parts in clean warm water with liquid dishwashing detergent
- Allow all parts to air dry without rinsing – please note drying with a cloth or paper towel can result in static build up on the inside of the spacer where the medication will stick to the sides.
- Wipe the mouthpiece clean of detergent.
- When completely dry, reassemble the spacer.

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 and Communication 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 recognisable and not locked away.
- Ensure that care is taken according to the storage requirements for specific medications.
- All children are always supervised.
- Children do not swap foods or share utensils and food containers.
- Any food, containers, boxes, and packaging that contain potential allergens are not used within the children's program.
- Children wash their hands and face after every meal.
- All tables, chairs and floors are cleaned after every meal.
- If relevant, 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.
- If relevant, that practices in relation to the safe handling, preparation, consumption of food are developed and implemented.
- Monitor children diagnosed with a medical condition for signs and symptoms of their medical condition.
- Will not discriminate against the child in any way because of their medical condition.
- Activities planned within the educational program have considered the individual needs of all children as well the children diagnosed with a medical condition.
- As per the *Excursions Policy* Educators must consider how the proposed excursion event is inclusive of all children, regardless of their abilities, additional needs, or medical conditions.

Families will

- Inform the Coordination Unit staff upon enrolment or on initial diagnosis, whether 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 or provide the Medical Management Plan (must be no older than 12 months) to the Coordination Unit prior to commencing education and care.
- Discuss with their Educator the child's medical condition and care requirements.
- Always provide all relevant medications for the Educator that the child is in care.

- Every 12 months provide a new Medical Management Plan or Health Management Plan which ensures the child's medical conditions and Risk Minimisation Plan and Communication Plan are regular reviewed.
- The service reserves the right to defer an enrolment or suspend care until the medical Management Plan is signed and an official practisers stamp attached by a doctor and the required medications have been provided for the child.
- Inform the educator and the coordination unit of any changes to the Medical Management Plan that have occurred if the child's condition changes, this would require a new plan to be provided.
- In consultation with Coordination Unit staff and the Educator develop a Risk Minimisation Plan and Communication Plan for the child to ensure the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.

Medical Emergency

- In a medical emergency E.G – Anaphylaxis, a severe asthma attack, the educator must:
 - Follow the child's Medical Plan
 - Call 000 – listen and follow advice from emergency services.
 - Completes an Incident, Injury, Trauma, and Illness form.

APPENDICES:

- Emergency Treatment of an Asthma Attack – First Aid Plan
- Spacer Use and Care
- Asthma Action Plan - 2022
- ASCIA Anaphylaxis Action Plan 2023
- Our Village Family Childcare Risk Minimisation Plan and Communication Plan
- Our Village Family Childcare Medication Form
- Our Village Family Childcare Self Administration Record
- ASCIA Allergic Reactions Action Plan 2023
- Eczema Action Plan 2022

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\) – Regulation 90,91,92,93,94,95,96,168](#)
- [Asthma Australia](#)
- [Diabetes Australia](#)
- [Epilepsy Foundation Victoria](#)
- [Australasian Society of Clinical of Immunology and Allergy - Eczema Action Plan \(2015\)](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Health and Safety – Administration of First Aid – 48
- Incident, Injury, Trauma, and Illness - 14
- Excursions – Policy 16
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- Monitoring, Support and Supervision of FDC Educators Work Instruction
- Our Village Family Childcare Playgroups Work Instructions.

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
Document Owner:	Chief Operating Officer	Version Number:	2.0
Date Approved:	3 July 2024	Review Date:	3 July 2027
Document Type:	Team	Approved By:	Chief Operating Officer
Legislation:	Education and Care Services National Regulations		