

Medical Conditions Policy

Aim

The service aims for all educators to effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis to ensure the safety and wellbeing of children, educators and visitors.

Identifying children with medical conditions.

- The service's enrolment form provides an opportunity for parents to notify the service of known medical conditions. This form needs to be completed before any child can commence at the service. The enrolment form requests a parent to provide supporting documentation of medical conditions and an Action Plan (if applicable). The Action Plan should include a photo of the child, what triggers the allergy, first aid needed and contact details of the doctor who has signed the Action Plan.
- The service will then request that the parent supply any relevant medication and equipment (if applicable).
- A Risk Minimisation Plan for a Medical Condition will be developed in consultation with a parent. This will be reviewed throughout the year. Any communication relating to the child's medical condition will be recorded in the communication section of the plan, and all educators informed.
- Any information relating to the known medical condition will be shared with the Nominated Supervisor/Responsible Person, Educators, volunteers and any other staff member at the service. The Nominated Supervisor/Responsible Person is to ensure all educators at the service are briefed on the individual children's health needs.
- Lists of children (with photograph) with known medical/health concerns will be displayed in the food preparation area and other areas as suitable.

Implementation

Families will:

- Formally inform educators and the service, upon enrolment and during the ongoing time of enrolment of your child's medical condition (without undue delay).
- Provide all relevant information regarding the child's medical conditions including an Action Plan, medication and equipment etc.
- Notify the service in writing, of any changes to the child's medical condition. This will then be documented on the child's Risk Minimisation Plan for a Medical Condition.
- Ensure that their child maintains adequate supply of appropriate medication clearly labelled with the child's name including expiry dates at the service.
- Communicate all relevant information and concerns to educators as the need arises.
- Parent must give written authority for medication to be dispensed by filling in a Medication Authorisation Record. If the Medication Authorisation Record is not provided/filled in, except in the case of an emergency, medication will not be administered to the child, on that day.
- Develop a Risk Minimisation Plan for a Medical Condition, in consultation with the Nominated Supervisor/Responsible Person and Educators.
- If you share your child's medication and equipment between home and the service, please:
 1. On arrival to the service: Place your child's medication and equipment in the designated area.
 2. On arrival to the service: Sign your child's medication and equipment In on the Daily Medication Register.
 3. On departure to the service: Collect your child's medication and equipment from the designated area.
 4. On departure to the service: Sign your child's medication and equipment Out on the Daily Medication Register

Educators will:

- Ensure that they maintain current Asthma, Anaphylaxis, First Aid, CPR and Diabetes (if applicable) training.
- Ensure that they are familiar with all children's medical conditions who attend the service.
- Ensure they are aware of the location of medication and equipment stored at the service.
- Be in regular consultation with parent's, to optimise the health and safety of each child through supervised management of the child's medical condition.
- Only administer prescribed and approved medication.

- No medication prescribed for anyone other than a particular child/person will be administered.
- Any medication provided to the service, must comply with:
 - Is prescribed by a doctor
 - Is in its original packaging
 - Child's full name is on the label
 - Dosage to be administered is on the label
 - Administration details are outlined on the label
 - Expiry or use by date is, on the label
- Ensure that all regular prescribed medication is administered in accordance with the information on child's Action Plan.
- Medication is to be administered (on a non-emergency basis) and is instructed accurately by the parent, in relation to time and dosage, and will be signed by educators and witnessed on its administration.
- Any medication administered by a qualified educator must be documented on the Medication Authorisation Record.
- Communicate without undue delay to management and families, if they are concerned about a child's medical condition limiting his/her ability to participate fully in all activities/experiences.
- In the event of a medical episode a suitably trained educator will follow the child's Action Plan and administer the medication provided by the child's parent.

Management will:

- Identify children with medical conditions during the enrolment process.
- Provide a copy of the Medical Conditions Policy upon enrolment, or during the orientation process, to the parent.
- Provide educators with a copy of the Medical Conditions Policy.
- Opportunities for educators to attend regular asthma, anaphylaxis, first aid, CPR, Diabetes training should be encouraged and made available by the service.
- Ensure all educators are informed of the children with medical conditions in their care and who attend the service.
- Encourage open communication between families and educators.
- Identify and where possible, minimise medical conditions triggers using appropriate techniques, policies and procedures.
- Any medication provided to the service, must comply with:
 - Is prescribed by a doctor
 - Is in its original packaging
 - Child's full name is on the label
 - Dosage to be administered is on the label
 - Administration details are outlined on the label
 - Expiry or use by date is, on the label
- Ensure all educators are familiar with all children that have a medical condition that attend the service and have direct access to all relevant Action Plans and are aware of where any relevant medication and equipment is stored.
- Ensure that any educator administering any medication is qualified and documents on the Medication Authorisation Record.
- Develop a Risk Minimisation Plan for a medical condition in consultation with the parent and educators.
- Any information that is relevant to a child's medical condition will be documented in the 'communication section' of the plan for future reference and will then be communicated to all educators.
- Ensure menus are developed in consultation with all allergies/anaphylaxis diagnoses to minimise potential risks for children/educators.
- Advise all families that the service has children diagnosed with anaphylaxis and asthma at the service. Will advise families and educators of any food that is not permitted in the service due to allergies and/or anaphylaxis diagnoses.

If a parent does not provide the child's required medication, an Action Plan and any other relevant information prior to their child's enrolment and during the child's enrolment, or replace medication when items expire, and or are out of stock, Management reserves the right to suspend or cancel the child's enrolment until appropriate medication is provided to the service.

In the event of a child having a medical episode whilst at the service:

1. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator/s.
2. Medication will be administered as outlined on the child's Action Plan.
3. The parent will be contacted by phone immediately if educators become concerned about the child's condition.
4. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the Action Plan will be followed, until Ambulance officers arrive.

Self-Administration

A child will be permitted to self-administer their own medication if permission is provided by the parent and there is an Educator witnessing the administration of the medication, in accordance with the following:

- There is an educator present and is witness to the administration.
- The medication the child is taking has all the below relevant information:
 - In its original packaging
 - Child's full name
 - Dosage to be administered
 - Manner in which it is to be administered (e.g., 5mls, orally)
 - Expiry or used by date
 - Prescribing doctors name and details
- Medication Authorisation Record has been provided to the service by the parent. This will be completed and provided to the parent for sign off.

Medication Authorisation Record

- At any point that a child requires regular administration of medication for a period of time or ongoing, educators are required to complete a Medication Authorisation Record each time the medication is administered and it must be signed by a parent upon collection of their child.
- If a parent provided their child any medication prior to arriving at the service, they are required to communicate this with educators and are to complete this detail on the Medication Authorisation Record.
- The following information is to be recorded on the Medication Authorisation Record:
 - Child's full name
 - Date of birth
 - Date of administration
 - Name of medication
 - Time & date medication was last administered
 - Medication expiry date
 - Time/date it is to be administered next
 - Dosage amount and manner in which it is to be administered
 - Parent signature
 - Staff administering details
 - Name and signature of witness.

Expired Medication

- If the service is not provided with non-expired medication or is not provided with any appropriate medication at all, for a child with a diagnosed medication condition, Management reserves the right to suspend or cancel the child's enrolment until appropriate medication is provided to the service.

Date: ____/____/____

Date: ____/____/____

Parent Name: _____

Educator/RP Name: _____

Parent Signature: _____

Educator/RP Signature: _____

Extract from the Risk Minimisation Plan for a Medical Condition:

Parent will:

- Provide all relevant information regarding your child's medical treatment via the Medical Action Plan that is relevant to your child's medical conditions such as, Asthma or Anaphylaxis Action Plan as provided by your child's doctor.
- Notify the Nominated Supervisor/Responsible Person, in writing, of any alterations to the Medical Plan.
- Ensure that the service is always provided with an adequate supply of appropriate medication (reliever) and spacer device or Epi Pen etc. clearly labelled with your child's name including expiry dates.
- Communicate all relevant information and concerns to educators as the need arises.
- Parent must give written authority for medication to be dispensed by filling in a Medication Authorisation Record. If the medication form is not filled in, except in the case of an emergency, medication will not be administered on the day.

Parent/Guardian Accountability Register

Parent will understand, agree, and take responsibility of:	Wk1 January	Wk 1 March	Wk1 June	Wk1 September
To ensure my child's medication preventatives are fully and correctly supplied to the service.	Yes / No	Yes / No	Yes / No	Yes / No
My child's medication is in date.	Yes / No	Yes / No	Yes / No	Yes / No
My child's medication has adequate stock for the quarter.	Yes / No	Yes / No	Yes / No	Yes / No
Any medication that's date has expired, I (the parent) have removed from the service and restocked .	Yes / No	Yes / No	Yes / No	Yes / No
All written information about my child's medical conditions & needs is up to date.	Yes / No	Yes / No	Yes / No	Yes / No
My child's Medical Action Plan is in date.	Yes / No	Yes / No	Yes / No	Yes / No
My child's Asthma /Anaphylaxis/Allergy Plan is in date.	Yes / No	Yes / No	Yes / No	Yes / No
If the above is not maintained in date and adequately stocked, my child's enrolled place at the service will be temporally suspended, effective immediately.	Yes / No	Yes / No	Yes / No	Yes / No