

# Yarram Early Learning Dealing with Medical Conditions Policy

Mandatory – Quality Area 2

## Purpose

This policy will provide guidelines for Yarram Early Learning Inc to ensure that:

- clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service
- service practices support the enrolment of children and families with specific health care requirements.

## POLICY STATEMENT

### 1. VALUES

Yarram Early Learning Inc is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements. This will be achieved through:

- implementing and maintaining effective hygiene practices.
- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved in the programs and activities of Yarram Early Learning Inc are protected from harm
- informing educators, staff, volunteers, children and families on the importance of adhering to the *Dealing with Medical Conditions Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service
- ensuring that educators have the skills and expertise necessary to support the inclusion of children with additional health needs.

### 2. SCOPE

This policy applies to the Approved Provider, The Certified Supervisor, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Yarram Early Learning Inc, including during offsite excursions and activities.

This policy should be read in conjunction with:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*
- *Epilepsy Policy*

### 3. BACKGROUND AND LEGISLATION

#### Background

An approved service must have a policy for managing medical conditions that includes the practices to be followed:

- in the management of medical conditions
- when parents are required to provide a medical management plan if an enrolled child has a specific health care need, allergy or relevant medical condition
- when developing a risk minimisation plan in consultation with the child's parents/guardians
- when developing a communication plan for staff members and parents/guardians.

Staff members and volunteers must be informed about the practices to be followed. If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, parents/guardians must be provided with a copy of this and other relevant policies.

Medication and medical procedures can only be administered to a child:

- with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
- with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the procedure
- if the medication is in its original container bearing the child's name, dose and frequency of administration.

Refer to the *Administration of Medication Policy* for more information.

Staff may need additional information from a medical practitioner where the child requires:

- multiple medications simultaneously
- a specific medical procedure to be followed.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is accepted by the service, it is vital that prior arrangements are negotiated with the parent/guardian, authorised nominees or appropriate health care workers to prepare for the event that the child will require a procedure while in attendance at the service. Parents/guardians and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at the service.

#### *Self-administration by a child over preschool age*

Services who provide education and care to a child over preschool age (as defined in the *Education and Care Services National Regulations 2011*) may allow a child over preschool age to self-administer medication. The Approved Provider must consider their duty of care when determining under what circumstances such permission would be granted.

- Where a child over preschool age can self-administer medication/medical procedures, written permission must be provided by the child's parent/guardian.
- Parents/guardians will provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner(s).
- The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications.

## **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Section 173
- *Education and Care Services National Regulations 2011*: Regulations 90, 91, 96
- *Health Records Act 2001*
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
  - Standard 2.1: Each child's health is promoted
    - Element 2.1.1: Each child's health needs are supported
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
  - Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community

- Element 7.1.2: The induction of educators, co-ordinators and staff members is comprehensive
- *Occupational Health and Safety Act 2004*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2009*

#### **4. DEFINITIONS**

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**AV How to Call Card:** A card that the service has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from [www.ambulance.vic.gov.au/Education/Calling-000-Triple-Zero.html](http://www.ambulance.vic.gov.au/Education/Calling-000-Triple-Zero.html)

**Communication plan:** A plan that forms part of the policy and outlines how the service will communicate with parents/guardians and staff in relation to the policy. The communication plan also describes how parents/guardians and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.

**Hygiene:** The principle of maintaining health and the practices put in place to achieve this.

**Medical condition:** In accordance with the *Education and Care Services National Regulations 2011*, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.

**Medical management plan:** A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Risk minimisation:** The implementation of a range of strategies to reduce the risk of an adverse affect from the mismanagement of a specific medical condition at the service.

**Risk minimisation plan:** A service-specific plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children with specific medical conditions that require medical management plans, in consultation with staff at the service upon enrolment or diagnosis of the condition.

#### **5. SOURCES AND RELATED POLICIES**

##### **Sources**

- National Health and Medical Research Council (2005), *Staying Healthy in Child Care: Preventing infectious diseases in child care*, available at [www.nhmrc.gov.au/guidelines](http://www.nhmrc.gov.au/guidelines) or email nhmrc.publications@nhmrc.gov.au. (Note: this publication is currently being revised and will have significant changes. It is important that services refer to the most up-to-date version of this resource.)
- *Health and Safety in Children's Services, Model Policies and Practices*, 2nd Edition (2003): [www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/\\$file/CCModelPolicies.pdf](http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/$file/CCModelPolicies.pdf)

## **Service policies**

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Dealing with Infectious Diseases Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

## **RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS**

### **The Approved Provider is responsible for:**

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- developing and implementing a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation
- ensuring relevant educators/staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs
- ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the service
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service
- ensuring that a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies.

### **The Certified Supervisor, Nominated Supervisor is responsible for:**

- implementing this policy at the service and ensuring that all educators/staff follow the policy and procedures set out within
- informing the Approved Provider of any issues that impact on the implementation of this policy
- ensuring that the *AV How to Call Card* is displayed near all telephones
- identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the Approved Provider, that educators/staff access appropriate training
- ensuring children do not swap or share food, food utensils or food containers
- ensuring all staff including relief 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

- ensuring a copy of the child's medical management plan is visible and known to staff in the service.  
Prior to displaying the medical management plan, The Certified Supervisor, Nominated Supervisor must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent (refer to *Privacy and Confidentiality Policy*)
- ensuring educators and other staff follow each child's risk minimisation plan and medical management plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service
- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.

**The Certified Supervisor, Nominated Supervisor and other educators are responsible for:**

- ensuring that children do not swap or share food, food utensils or food containers
- communicating any relevant information provided by parents/guardians regarding their child's medical condition to The Certified Supervisor, Nominated Supervisor to ensure all information held by the service is current
- being aware of individual requirements of children with specific medical conditions and following their risk minimisation plan and medical management plan
- monitoring signs and symptoms of specific medical conditions and communicating any concerns to The Certified Supervisor, Nominated Supervisor
- adequately supervising all children, including those with specific medical conditions
- informing The Certified Supervisor, Nominated Supervisor of any issues that impact on the implementation of this policy.

**Parents/guardians are responsible for:**

- informing the service of their child's medical conditions, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition
- developing a risk minimisation plan with The Certified Supervisor, Nominated Supervisor and/or other relevant staff members at the service
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs
- meeting the cost of training staff to perform specific medical procedures as relevant to their child, as required
- notifying The Certified Supervisor, Nominated Supervisor of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- informing The Certified Supervisor, Nominated Supervisor of any issues that impact on the implementation of this policy by the service.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## **Strategies and Procedures**

### **Families:**

Parents must inform educators, either upon enrolment or on initial diagnosis, if your child has any specific health care needs, allergy or relevant medical conditions.

As a part of the medical treatment policy parents are expected to:

1. Provide all relevant information regarding the child's condition including all management/action plans provided by your Doctor. Where possible this needs to be done this prior to your child's start date.
2. Notify the educators in writing any changes to your child's medical condition or treatment.
3. Ensure the child has adequate supply of appropriate medications at all times.
4. Ensure the child has all equipment necessary for their condition.
5. Ensure all medications are removed from the child's bag and stored out of reach of children.
6. Comply with all the requirements and procedures set in the medication policy.
7. Communicate all relevant information and concerns with educators as the need arises.
8. Ensure, in consultation with educators, the health and safety of their child through a supervised management plan.
9. Work with educators to identify and minimise any risks/triggers.
10. Complete a risk minimisation plan
11. If necessary allow educators to seek specialist services

### **The Director will:**

1. Communicate with parents to identify any children with medical conditions during the enrolment procedure and inform educators.
2. Communicate with parents to gain knowledge of the medical condition and learn necessary treatments and procedures.
3. Communicate with educators including relief educators the medical condition and any relevant information.
4. Provide parents with a copy of the medical conditions policy.
5. Work with parents and educator to identify and minimisation any risks/triggers
6. Assist parents to complete a risk minimisation plan.
7. Store any action plans and risk minimisation forms in the child's enrolment records.
8. Provide educators with a copy of management/action plans and minimising risks plan.
9. Ensure all educators including relief educators follow the procedures in the child's written management/action plan and follow the risk minimisation procedures.
10. Provide educators support and guidance to gain knowledge of the condition and learn necessary treatments and procedures.
11. Make any necessary changes to the environment where practical to support individual needs.
12. Provide training to educators as necessary.
13. Encourage open communication between parents and educators.
14. Contact specialist services when needed.
15. Contact Inclusion Support Facilitator.

### **Educators will:**

1. Ensure they are aware of any children in their care with medical conditions.
2. Communicate with parents and Coordinator about the medical condition to gain knowledge of the condition and learn necessary treatments and procedures.
3. Work with parents and coordinator to identify and minimisation any risks/triggers
4. Assist parents to form a risk minimisation plan.

5. Display management/action plan and minimisation risks plan in an appropriate place in the child's room for educators to have easy access whilst respecting family's privacy.
6. Report any necessary changes required to the committee/coordinator.
7. Ensure all medications are administered in accordance with the information written in the child's action/management plan.
8. Ensure all medications are stored out of reach of children.
9. Ensure all medications administered are recorded in the medications book.
10. Communicate with other educators the medical condition and any relevant information.
11. Ensure, in consultation with parents, all treatment and procedures are followed to ensure the health, safety and wellbeing of the child.
12. Discuss, in consultation with parents, with the child about the condition and treatments necessary in an appropriate manner using clear, relevant and understandable language.
13. Identify and, where possible, minimise triggers/risks.
14. Where necessary, modify activities in accordance with a child's needs and abilities.
15. Promptly communicate with coordinator and parents any concerns should it be considered that a child's condition is limiting his/her ability to participate fully in activities.
16. Educate other children in the centre as necessary on the medical condition in an appropriate manner using clear, relevant and understandable language whilst also respecting the child and families privacy.
17. Contact Inclusion Support Facilitator.
18. Source support and advice from specialist services as needed.
19. Ensure all children are treated equally and respectfully at all times.

#### **Children will:**

1. Wherever practical, be encouraged to seek their own medication/treatment as their symptoms develop.
2. Be encouraged to communicate with educators on their medical condition to ensure the child has appropriate understanding of the condition.

#### **Emergencies:**

In the event of an emergency educators will:

1. Call an ambulance
2. Commence first aid
3. Contact the parent/guardian

Please refer to YARRAM EARLY LEARNING INC's Emergency Policy

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, The Certified Supervisor, Nominated Supervisor will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

## **ATTACHMENTS**

Attachment 1: Risk Minimisation Plan Template

Attachment 2: Enrolment Checklist for a child with a medical condition and or special needs.

Attachment 3: YELI Communication Plan for children with Medical conditions and or special needs Template

## **AUTHORISATION**

This policy was adopted by the Yarram Early Learning Incorporated in June 2015 and reviewed in March 2016

**REVIEW DATE:** MARCH 2017

# ATTACHMENT 1

## INDIVIDUAL RISK MINIMISATION PLAN

This plan is to be completed by a Certified staff member or the YELC Nominated Supervisor on the basis of information from the child's medical practitioner provided by the Parent.

It is the Parents' responsibility to provide YELC with a copy of the child's Medical Action Plan if applicable (signed by the child's Medical Practitioner) and an up-to-date photo of the child - to be appended to this plan; and to inform YELC if their child's medical condition changes.

<b>Child:</b>			
<b>DOB:</b>		<b>Room</b>	
<b>Severely allergic to:</b>			
<b>Other health conditions:</b>			
<b>Medication at YELC:</b>			

### EMERGENCY CONTACT DETAILS (PARENT/GUARDIAN)

<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	

### EMERGENCY CONTACT DETAILS (ALTERNATE)

<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>Medical practitioner contact</b>	<b>Name</b>		
	<b>Phone</b>		
<b>Emergency care to be provided at school</b>	Yes	No	

## ENVIRONMENT

To be completed by a Certified Staff or Nominated Supervisor. Please consider each environment/area (on and off YELC site) the child will be in for the year, e.g. classroom, outdoor play area, meal times, incursions, special events (parties) and excursions etc.

### **Name of environment/area:**

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date? Where applicable

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### **Name of environment/area:**

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date? Where applicable

This Individual Risk Minimisation Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- Each year;
- if the child's medical condition changes ;
- when the child is to participate in an excursion, or at special events conducted, organised or attended by the YELC centre (eg. class parties).

I have been consulted in the development of this Individual Risk Minimisation Plan.

I consent to the risk minimisation strategies proposed.

Signature of parent:

Date:

I have consulted the Parents of the children and the relevant YELC Staff who will be involved in the implementation of this Individual Risk Minimisation Plan.

Signature of Certified Staff or  
Nominated Supervisor:  
Please state role

Date:

**CONSENT AMBULANCE AND OR MEDICAL TREATMENT:**

In the event of a serious medical emergency, I provide consent for staff at Yarram Early Learning Centre to seek medical treatment or to call an ambulance to transport my child in the event of an emergency.

Signature of parent:

Date:

**Risk Minimisation Plan Reviews Completed:**

Date of Review	Signature of Parent / Guardian	Signature of Nominated / Certified Supervisor

## **ATTACHMENT 2**

### **Enrolment Checklist for a child with a medical condition and or special needs.**

This checklist must be used by the Nominated Supervisor prior to a child commencing at the service. This checklist can be used for children enrolling at the centre who may have any of the following or other conditions not listed here: Anaphylaxis, Asthma, Epilepsy, Diabetes, Coeliac Disease etc. This checklist is to be stored in the child's enrolment file.

<b>Child's Name:</b>	
<b>Date:</b>	
<b>Parent Name:</b>	
<b>Date to commence at Yarram Early Learning Centre:</b>	
<b>Medical condition and or special need/s: (Please list)</b>	

<b>Action</b>	<b>Tick below in the relevant column</b>	
	<b>Completed</b>	<b>Not Applicable</b>
Parent has been provided with a copy of any relevant policies related to their child's needs.		
Individual Risk Minimisation Plan developed.		
Communication plan developed and implemented.		
Centre provided with a copy of the Child's Action Plan developed by General Practitioner. (For a child with Anaphylaxis, the centre requires the ACSIA Anaphylaxis Action Plan with a photo)		
Medication record provided consenting to staff administering specific medications.		
Medication provided, checked that is in date and stored. Please list where the medication will be kept:		

Nominated Supervisor name:	
Nominated Supervisor signature:	
Parent Signature:	

## **ATTACHMENT 3**

### **Communication Plan for a child with medical conditions and or special needs**

This communication plan is to be completed by the Nominated Supervisor in consultation with the child's parents/guardian. Copies are to be kept by both the on the child's file and it is the parent/guardians responsibility to notify of any changes.

<b>Child's Name:</b>	
<b>Parent Name:</b>	
<b>Date to commence at Yarram Early Learning Centre:</b>	
<b>Medical condition and or special need/s: (Please list)</b>	

#### **It is the responsibility of the Parent / Guardian to:**

- Inform the Nominated / Certified Supervisor if their child's medical condition changes, by phone or in person, and if relevant provide an updated action/emergency procedures/management plan.
- Work with the Nominated Supervisor to provide all relevant documentation and medication at enrolment.

#### **It is the responsibility of the Nominated Supervisor to:**

- Have Medical conditions (including Anaphylaxis) as a standard agenda item for staff meetings.
- Ensure all new staff; relief, casual, volunteers and students complete an orientation / induction to the service that includes signing off that they have seen and read each child's Action and Risk minimisation plans.
- Provide relevant information about the specific needs of children attending the centre (including those foods not recommended at the centre due to food allergies) during any centre information sessions for current and prospective families.
- Ensure all staff, including relief staff and parent/guardians/helpers, and others attending an excursion or outing with the at risk child are able to identify the child.
- Ensure all staff follow any Incident and Accident Reporting Policy requirements.
- Maintain up-to-date training, relevant to the child's condition e.g. Anaphylaxis training, including administering of EpiPen or Anapen. Records of all staff training are to be kept on file.

<b>Action of the Nominated / Certified Supervisor</b>	<b>Tick below in the relevant column</b>	
	<b>Completed &amp; date</b>	<b>Not Applicable</b>
1. Complete enrolment checklist for a child with medical conditions and or special needs.		
2. Letter (sample attached) provided to all staff with a copy of the GP action plan, risk minimisation plan and relevant policies. All current staff to sign that they have sighted the document.		
3. Individual Action and Risk minimisation plans are displayed on the wall in the appropriate kitchen next to the main room the child spends most of their time in.		
4. Letter sent to all families who attend the YELI centre, informing them of a new child commencing at the centre and any specifics that parents need to be aware of (sample attached).		

Action of the Nominated / Certified Supervisor	Tick below in the relevant column	
	Completed & date	Not Applicable
5. A notice is displayed in a prominent location letting visitors know the specific needs of this child attending the centre. For Anaphylaxis the notice needs to detail the foods causing the anaphylactic reaction.		

**The following people have read, understood and agree that this document is a communication plan for the at risk child of a medical condition e.g. anaphylaxis, asthma, diabetes.**

Nominated Supervisor name:	
Nominated Supervisor signature:	
Parent Signature:	