

## **Medical Conditions Policy**

Parents/Guardians must tell the centre if their child has been diagnosed with an ongoing medical condition so that the centre can make sure that the child is safe and coping well. This information is recorded on the initial enrolment form, and then in the ongoing medication form. Should a child be diagnosed after enrolment, families are required to update the child's health information record. All families with children diagnosed with a medical condition will be given a copy of this policy. Medical action plans must be filled in prior to a child commencing care. If it is found that an existing enrolment develops an ongoing medical condition, care may be suspended until all required documentation/Medication is supplied to the Director/person in charge.

### **The Management of Medical Conditions:**

Any child enrolled in a Stepping Stones Service with a medical condition will be required to have an written **Medical Action Plan** ( with a current photo), signed by their medical practitioner, outlining the management of the medical condition. The Action plan will provide instructions on when, what and how medication is to be taken, and when to increase doses if the condition worsens and if medical help needs to be sought. In date Medication must be supplied prior to the child attending care or care will be refused.

A Medical Action plan will be displayed in the centre's kitchen next to the first aid kit, and if applicable discreetly in the room the child attends for any of the following conditions:

**Asthma:**

**Anaphylaxis:**

**Epilepsy:**

**Diabetes:**

An updated photo of the child must be provided by families to be attached to the Medical Action Plan that will enable staff to identify the child quickly if needed. Medications required to manage the condition must be supplied prior to the child attending care.

In the event of an incident relating to the child's specific health care needs/allergy, the child's Medical Action plan will be followed by the Centre's Educators.

### **Risk Minimisation Plan:**

A meeting will be arranged with the parents/guardian as soon as the centre has been advised of the medical condition. During this meeting a risk minimisation plan will be developed in consultation with the family to ensure:

- That the risks relating to the child's specific health care needs/allergy are assessed and minimised.
- That practices and procedures in relation to the safe handling, preparation and consumption of food are developed and implemented.
- To ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- That practices ensuring that all staff members, students and volunteers can identify the child, the child's medical action plan and the location of the child's medication prescribed by the child's Doctor in relation to the child's specific health need, allergy or relevant medical condition.
- Ensuring parents are informed that the child does not attend the service unless the child has at the service their relevant medications. (regulation 90(1)(iii)).

## Communication Plan

A communication plan will be created after the meeting with the Family to ensure:

- All relevant staff members and volunteers are informed about the medical condition policy the Medical Action plan and Risk Minimisation plan for the child
- Creating an individual communication book so that a parent can communicate any changes to the Child's Medical Action Plan and Risk Minimisation Plan.

## Self-Administration of Medication

Self-administration of medication for a child is only applicable to children over the age of 7. No child under 7 will be allowed to self-medicate whilst in care. Self-medication will only be permitted with signed written instructions from a medical practitioner and must include the expected level of supervision.

The Parent/Guardian signs acknowledgement that the child care service is to incur no liability as a result of injury arising from the self-administration of medication by the child.

All medication must be surrendered to staff members at the service on arrival; no medication can remain in a child's bag under any circumstances.

The child demonstrates evidence of being instructed in the procedure of self-administration and can assume responsibility for carrying properly labelled medication on their person by:

- Taking the right medicine, at the right time, in the right amount;
- Reporting any unexpected side effects or reactions to Educators;
- 

NB All privileges for self-administration will be withdrawn if the child exhibits behaviour indicating lack of responsibility toward self or others with regard to medication

## Training

Staff will be trained in the management of a medical condition that has been diagnosed of a child in the centre. The training will be from a recognised authority of the condition i.e Anaphylaxis Australia, Asthma Australia etc.

Resources;

Education and care services national regulations 2012, Asthma Foundation, Anaphylaxis Australia