

Medical Conditions

Policy Statement

The service aims to provide safe and effective health management for any child with a medical condition. Staff act in the best interest of the children and ensure they feel supported, physically and mentally.

Policy Considerations

- National Standards Section 2.1.2 (Health practices and procedures)
- Education and Care Services National Regulations – Regulation 85 -87, 89, 90 – 96, 136, 162, 173
- Department of Health Recommendations
- NSW Early Childhood Education and Care 'Anaphylaxis Guidelines'
- ACT Government Education Directorate 'Food Allergies'
- National Quality Standards/Elements: 2.1 (Health)
- Education and Care Services National Regulations
- Allergies and Anaphylaxis Australia

Procedure

Family/Parent/Guardian Role

- Families are required to provide information on the child's health needs upon enrolment and if the child's health needs change.
- Families will be asked to provide Medical Action Plans completed by a doctor (Asthma, Allergy, Anaphylaxis, Diabetes action plans) prior to the child commencing care, or upon being diagnosed with a Medical Condition (e.g. allergy, anaphylaxis or diabetes). The child's action plan should be reviewed by a General Practitioner as required. The family will be contacted annually to renew their Action Plan or confirm that all information on the plan is still current.
- Families will be given a copy of the Risk-Minimisation and Communication Plan and can communicate any changes to the medical management for the child by directly editing the plan, providing changes in writing or updating changes in person at the Service.
- If a food allergy exists, parents may be asked to supply any particular dietary items if required.
- If a child has an Allergy or is Anaphylactic the parents must provide the service staff with appropriate medication e.g. Epi-pen or Claratyne. Alternatively, if the child has Diabetes, the parent must provide appropriate medication e.g. insulin and any foods that may be needed to support glucose levels.
- Where a family or guardian provides a medication equivalent product (i.e. Claratyne instead of Zyrtec) this will be accepted, as appropriate, even if the action plan differs.

- A copy of the Medical Conditions policy will be provided to parents/guardians of children enrolling in the Service who have a medical condition. This policy is also available for all families to view upon request.

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Service and Staff Role

- The service will support families to provide relevant documentation confirming their child's Medical Conditions (e.g. allergy, anaphylaxis or diabetes) and their management.
- Completion of a Risk-Minimisation and Communication Plan should be provided prior to commencement, prepared in consultation with the family of a child with Allergies, Anaphylaxis or Diabetes.
- The service may also have a spare emergency Adrenaline injector, Asthma reliever and Antihistamine medication available in conjunction with a first aid kit. This should be accessible in all environments where the children will be supervised in the service.
- Children with medication will have individual medical kits which will be inaccessible to children, but easily accessible and available to staff. These kits will have the child's, full name and brief description of condition on it. They will also contain any relevant information including a action plan, Risk management and communication plan, and medication authorisation as appropriate.
- The child's medical kits will be stored securely (i.e. in the office / first aid cupboard) and taken in the first aid kit in the case of an excursion or emergency evacuation.
- In any case where a child is having a severe Allergic reaction or any symptoms or signs of Anaphylaxis, staff will:
 - a. Administer first aid according to the child's action plan, Risk Management and Communication Plan, a doctor's instructions or trained primary staff member who has completed allergy and/or anaphylaxis training, if these are unavailable a first aid qualified staff member will administer basic first aid.
 - b. If required contact "000" for an ambulance and notify the family. Noting that an ambulance should be contacted for anaphylaxis and use of an EpiPen or equivalent.
- In any case where a child is having a diabetic episode or any symptoms or signs of hyperglycaemia/hypoglycaemia, staff will:
 - a. Administer first aid according to the child's action plan, Risk Management and Communication Plan, a doctor's instructions or trained primary staff member who has completed diabetes training, if these are unavailable a first aid qualified staff member will administer basic first aid.
 - b. If required contact "000" for an ambulance and notify the family.
- At least one staff member qualified in first aid, diabetes, asthma and anaphylaxis management will be in attendance at the service.
- Ensure regulations and other policies are adhered to and implemented – administration of medication, treatment in emergencies and first aid.
- Relevant staff members and volunteers will be informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child.
- Staff members will follow the Kids Biz OSHC Food Safety policy when preparing food for children with allergies or are at risk of Anaphylaxis.
- All staff should make themselves aware of children's medical conditions. Children's medical conditions can be discussed regularly during team meetings regarding the prevention, recognition and management of an allergic reaction, anaphylaxis or diabetes.
- The Responsible Person on Site will provide advice of children attending with specific health care needs, allergies or diagnosed medical conditions to new staff, volunteers and students,

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and ensure they know the location of the child's medical management plan, risk minimisation plan and medication.

- Educators should complete the National Diabetes Services Schema, Diabetes in Schools online training and the Food Allergy Aware, All about Allergens online training.
- The OSHC program operates as a nut free environment.
- All children and staff will be encouraged to maintain adequate hand hygiene.

Related documents

- Child safe environment
- Food Safety & Nutrition
- Medication
- Administration of First Aid
- Emergency and Evacuation
- Enrolment and Orientation

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
11/02/2020	Full review
14/07/2020	Full review
11/04/2024	Full review
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