



Policy and Procedures Medical Conditions

Acacia's centres have a duty of care to ensure that all related people are provided with a high level of protection during our centres' operation. We believe that protecting the health of all related people including the appropriate administration of medication should be considered a high risk practice and take all reasonable precautions and efforts to ensure that our staff and our centres are compliant with State and National legislative requirements and relevant medical advice and have the necessary training to assist in a medical emergency.

We believe in an inclusive environment, where children can participate in all activities in a safe manner to enable them to develop, learn and grow within an integrated society.

The health and safety of all people entering our centres is of paramount importance to us and it is understood that there is a shared legal responsibility, commitment and accountability by all people to implement our Medical Conditions Policy and Procedures.

Acacia's centres reserve the right to contact a health care professional if educators and staff are unsure about administering medication to a child - even if the parent or legal guardian has requested the medication to be administered, refuse a person's attendance at the centre due to illness or insufficient instruction for medication or to call for ambulance to support an ill person when deemed necessary by a suitably trained First Aid Certificate holder.

According to Clause 91 of the Education and Care Services National Regulation, if a child has a medical condition, their parents need a copy of the centre's Medical Conditions Policy

This policy and procedures have been devised to ensure the appropriate management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

The nominated supervisor, educator, staff, students and volunteers of Acacia's centres will be informed of any practices in relations to managing the Medical Conditions

Implementation:

In enrolment form, parents/guardians are required to complete questions regarding their child's health. In particular the following is included:

"Has your child been diagnosed at risk of anaphylaxis?"

Does your child have asthma?

Does your child have any other medical conditions? (E.g. epilepsy, diabetes etc.)

Does your child have any allergies or sensitivity?"

The nominated supervisor, educators, staff, students and volunteers of Acacia must be aware of any medical condition of any child enrolled at the centres. They must also be aware of the medical management plans that need to be adhered to in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.



At time of enrolment, or once the family has confirmed a child's health care needs, the nominated supervisor in collaboration with the families will develop an individual medical management plan for their child and be kept with their enrolment form.

This will include:

- Individual child Health Care Plan
- Communication Plan
- Risk Minimisation Plan
- Individual Child's medical Action Plan (Anaphylaxis, Diabetes, Allergies, eczema)
- Individual Child's medical Care Plan (Asthma,)
- Individual Child's medical management Plan (Diabetes)

Together with the Nominated supervisor and family, the individual plans will be reviewed at least annually (preferably at the start of each year) or sooner as required. All first aid and generic action plan posters must be reviewed annually to ensure displays are current in each room.

The nominated supervisor will also consult with parents to develop a risk-minimising plan.

A risk minimising plan will include:

- Measures to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised;
- practices and procedures to ensure parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risks (if relevant)

Furthermore each room will display;

- a picture of the child to ensure all educators, staff, students and volunteers can clearly identify the child.
- Emergency and first aid information is displayed in each care environment.

In consultation with parents/guardians of the child, the child may also be required to wear a form of identification (such as an allergy bracelet) to ensure they can be clearly identified in the case of an emergency. Further, parents/guardians will be informed that the child will be unable to attend the service without the medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition.

Communication Plan

All educators, staff, students and volunteers at the centres will be adequately informed about the medical management plans for all children who have a specific health care need, allergy or relevant medical condition are displayed as well as the location of the child's medication. Individual action plan will be posted in each child's room and on a notice board in a shared common room (e.g. Staff room).



At time of induction educator, staff, students and volunteers will be introduced to the child with health care needs.

The room leader will ensure the new educator or students follow the correct procedure to minimise risks and to take care of that individual health care needs.

A medication register, with all medication stored in each room and their expiry date will be available and kept up to date in each room.

The room leader will be in charge to regularly maintain these records and to check the expiry date of any medication.

The centre does not permit the self-administration of medication by children.

Medical emergency:

Acacia acknowledge at times educators and staff will have to carry out medical emergencies with children that are or may not be diagnosed with a medical condition. To ensure children's safety is maintained the following strategies will be implemented:

- Acacia will provide Educators training in first aid, CPR, anaphylaxis and asthma regularly
- A medical emergency response plan will be developed
- A emergency management plan will be developed and reviewed annually
- Medical Emergency scenarios will be practiced regularly.
- Epi pen trainer will be accessible for staff to practice
- Nominated Mentors will support and guide in emergencies
- First aid kits with emergency asthma and epi pen will be easily accessible.

BREACH OF THIS POLICY

Any educator or staff found to have violated this policy may be subject to disciplinary action.

References

Australian Children's Education & Care Quality Authority

- *National Quality Framework Resource Kit*, October 2011

National Health and Medical Research Council

- *Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services 5th Edition*, November 2012

Legislation

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2018*

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