

## D-1 Dealing with Medical Conditions

### NQS

QA. 2.1	Health
QA. 2.1.2	Health practices and procedures
QA. 2.2	Safety
QA. 2.2.1	Supervision
QA. 2.2.2	Incident and emergency management
QA. 4.2.2	Professional standards
QA. 5.1	Relationships between educators and children
QA. 6.1	Supportive relationships with families
QA. 6.1.2	Parent views are respected
QA. 6.1.3	Families are supported
QA. 6.2.2	Access and participation
QA. 7.1.2	Management systems
QA. 7.1.3	Roles and responsibilities

### National Regulations

s167	Offence relating to protection of children from harm and hazards
Reg. 90	Medical conditions policy
Reg. 91	Medical conditions policy to be provided to parents
Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 155	Interactions with children
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 173	Prescribed information to be displayed
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider
Reg. 181	Confidentiality of records to be kept by approved provider
Reg. 183	Storage of records and other documents

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
	Children learn to interact in relation to others with care, empathy and respect
LO. 3	Children become strong in their social and emotional wellbeing

### Policy Statement

We will work closely with children, families and, where relevant, schools and other health professionals to manage medical conditions of children attending the Centre. We will support children with medical conditions to participate fully in the day-to-day program in order to promote their sense of wellbeing, connectedness and belonging at the Centre (My Time, Our Place 1.2, 3.1). Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality (My Time, Our Place 1.4).

## **Related Policies**

- NORMANHURST WEST OSHC Policy A-4: Enrolment
- NORMANHURST WEST OSHC Policy A-10: Acceptance and Refusal of Authorisations
- NORMANHURST WEST OSHC Policy A-17: Privacy and Confidentiality
- NORMANHURST WEST OSHC Policy C-3: Educator Orientation and Induction
- NORMANHURST WEST OSHC Policy C-9: Relief Educators
- NORMANHURST WEST OSHC Policy D-10: First Aid
- NORMANHURST WEST OSHC Policy D-11: Management on Incident, Injury and Trauma
- NORMANHURST WEST OSHC Policy D-13: Illness and Infectious Diseases
- NORMANHURST WEST OSHC Policy D-15: Allergies
- NORMANHURST WEST OSHC Policy D-16: Asthma
- NORMANHURST WEST OSHC Policy D-17: Anaphylaxis
- NORMANHURST WEST OSHC Policy D-17: Diabetes
- NORMANHURST WEST OSHC Policy D-20: Medication
- NORMANHURST WEST OSHC Policy D-30: Supervision

## **Procedure**

Parents will be asked to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded by the parent/guardian through the enrolment process.

Upon notification of a child's medical condition the service will provide the parent with a copy of this policy in accordance with regulation 91.

Doctor Diagnosed medical conditions will require the completion of a Medical management plan developed in conjunction with the child's doctor and parent. Medical plans for allergies and anaphylaxis must be provided on the ASCIA templates. NWOOSH preferred template for asthma is the "Asthma Care Plan for Education and Care Services". Templates are available on our website and must be provided to the centre as part of the enrolment process.

It is a requirement of the Centre to meet its regulatory obligations that a risk minimisation plan and a communication plan be developed in consultation with the parents. The Nominated Supervisor, or delegate, will utilise information received by the parents and health professionals to pre-complete this plan, then share it with the family for specific information to be completed. The Risk Minimisation Plan will be created:

- to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and
- if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
- if relevant, to ensure that practices and procedures 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; and
- to ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
- if relevant, to ensure that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented

The Communication Plan will be developed to ensure that:

- relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child; and
- a child's parent can communicate any changes to the medical management plan and risk minimisation plan for the child, setting out how that communication can occur

The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition (in accordance with regulation 90). All educators will be informed of any special medical conditions affecting children and orientated to their management (see Educator Orientation Policy).

All medical conditions, including food allergies will be summarised and displayed on cheat sheets in the kitchen, as well as summarised on the "Allergy List" for each session based on the children booked to attend. It is deemed the responsibility of every educator to read and refer to the list at the commencement of every shift during the staff huddle.

All relief educators will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving the child (see Relief Educators Policy).

Where a child has a life-threatening food allergy, the Centre will refrain from supplying the particular food allergen in the Centre where possible and families in the Centre will be requested not to supply that allergen. Parents of children with an allergy may be asked to supply a particular diet if required (e.g. soy milk) (see D-15: Allergies Policy).

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard

- My Time, Our Place Framework for School Age Care in Australia
- Disability Discrimination Act 1975
- NSW Anti-discrimination Act 1977
- Work Health and Safety Act 2011
- Privacy Act 1988

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