

Policy Document No: ELC 34
Category: Early Learning
Topic: **Medical Conditions**



Date of issue: March 2011
Last Reviewed: December 2016

Considerations

Philosophy: Providing a safe, caring environment.

Children's needs: Support in managing any known medical conditions and protection from further exacerbation of those medical conditions.

Parent's needs: To feel confident that their child's health and medical conditions are supported and well managed.

Staff needs: Clear guidelines in relation to their duty of care, and adequate training to attend to children with known medical conditions.

Management needs: Ensure staff are adequately trained to meet the standard requirements in relation to any medical conditions, and that the staff have facilities and necessary equipment to support and manage those medical conditions.

Legislation and sources

*Education and Care Services National Regulations Part 4.2, Division 3
Staying Healthy in Childcare (ed 5, 2013)*

Related Policies:

- **Asthma Policy**
- **Diabetes Policy**
- **Anaphylaxis Policy**
- **Medication Policy**
- **Healthy Eating Policy**

Policy Statement

This policy will set out practices and procedures to be followed in order to ensure medical conditions including asthma, diabetes, students at risk of anaphylaxis or other health care needs are competently supported and managed while a child attends the Mount Scopus Memorial Early Learning Centre.

The Early Learning Centre does not permit students to self-administer medications. This is to be reviewed on an as needs basis.

How the policy will be implemented - specific practices, procedures and responsibilities:

The Parents/Guardians are responsible for:

- Prior to or on enrolment, informing staff at the centre if their child has a known medical condition.
- On the first day a child attends the centre, the parent/guardian is to provide a written management plan and specific medication for their child's medical condition.
- In consultation with staff, develop a risk management plan to be implemented while their child attends the centre.
- Ensuring their child does not attend the centre without any medication prescribed by a medical practitioner in relation to their child's specific health care need, allergy or medical condition. That medication is not to be not past the expiry date (see Medication policy).
- Communicating either verbally or in writing to staff, any changes to their child's medical condition; their management plan or their risk management plan. This is to be done prior to the child recommencing at the centre if they absent due to their medical condition or as soon as practicable. Any verbal communication is to be documented by staff then signed by the parent/guardian as soon as possible.

The staff are responsible for:

- Making themselves aware of the medical conditions policy, any medical management plans and any risk management plans for all children with specific health care needs, allergies or medical conditions who attend their centre. This is to be done on a child's enrolment to the centre.
- Developing a risk management plan in consultation with the parents/guardians of a child who has a specific health need, allergy or medical condition. This requires assessing any risks, such as any known allergens that may pose a risk to the child, having clear and open communication when informing the parents of such possible risks to their child and implementing strategies for minimising these risks. This is to be attended to on a child's enrolment to the centre.
- Ensuring practices and procedures in relation to safe handling, preparation, consumption and service of food are implemented. (See the Healthy Eating Policy and Anaphylaxis Policy).
- Identifying the child with the medical condition, having knowledge of the child's medical management plan, risk management plan and knowing the location of the child's medication.
- Following a management plan in the event of an incident relating to a child's specific health care need, allergy or relevant medical condition.
- Ensuring the child with a medical condition does not attend the Early Learning Centre without medication prescribed by a medical practitioner in relation to the child's specific health care need, allergy or medical condition.
- Being aware and making written changes to a child's medical condition; their management plan or their risk management plan. This may have been communicated either verbally or in writing by a parent/guardian or verbally and in writing from management. Any verbal communication is to be documented by staff then signed by the parent/guardian as soon as possible.
- Being aware of how and where to record all administration of medications (see Medication Policy) while children are in their care.

Management is responsible for:

- Ensuring staff develop a risk management plan in consultation with the parents/guardians of a child who has a specific health need, allergy or medical condition. This requires assessing any risks, such as any known allergens that may pose a risk to their child, having clear and open communication when informing the parents of such possible risks to their child and implementing strategies for minimising these risks. This is to be attended to on a child's enrolment to the centre.
- Ensuring all staff and volunteers make themselves aware of the medical conditions policy, any medical management plans and any risk management plans for all children with specific health

care needs, allergies or medical conditions who attend their centre. This is to be attended to on a child's enrolment to the centre.

- Ensuring all staff members, volunteers and visitors to the centre are aware of the practices in relation to managing any known medical conditions.
- Ensuring staff implement the practices and procedures in relation to the safe handling, preparation, consumption and service of food (See the Healthy Eating Policy and Anaphylaxis Policy).
- Ensuring all staff members and volunteers to the centre can identify the child with a medical condition, have knowledge of the child's medical management plan and know the location of the child's medication.
- Ensuring the child with a medical condition does not attend the Early Learning Centre without medication prescribed by a medical practitioner in relation to the child's specific health care need, allergy or medical condition.
- Communicating to staff and volunteers both verbally and in writing any changes to a child's medical condition; their management plan or their risk management plan.
- Ensuring staff and volunteers are trained in how and where to record all administration of medications (see Medication Policy).
- Ensuring all staff has adequate training to manage any medical conditions and budget for that training.
- Ensuring there are adequate resources to manage any medical conditions.
- Once management has been informed by a parent/guardian that their child has a specific health care need, allergy or other relevant medical condition, then management are to provide them with a copy of this, the Medical conditions policy, both on enrolment and on request.

Approved by the College Principal:

A handwritten signature in black ink, appearing to read "James Kenard". The signature is written in a cursive style with a large, stylized 'K'.

Date: December 2016