

# Health & Safety: Dealing with Medical Conditions

Policy/Procedure Number: B 7

Policy/Procedure Requirement: National Quality Standards 2 & 7; Regulations 90, 91 & 168

## Policy Statement

Children with specific diagnosed medical conditions must have their medical requirements met whilst in FDC. The Service recognises this as an important part of Education and Care service delivery to ensure that every child enrolled with the Service with a medical condition is provided with the best possible care to ensure their health and wellbeing.

## Rationale

To equip the Educators to provide safe, effective care for children with a medical condition. Some common medical conditions include:

- Allergies
- Anaphylaxis
- Asthma
- Diabetes, and
- Epilepsy

## Strategies and Practices

### Parents/Guardians will:

- **Complete a Medical Management Plan** for a child with a known medical condition, allergy or other health care need with the assistance of the child's medical practitioner and provide it to the Educator
- **Administer the first dose of medication at least 2 hours before the child attends care**, due to the possibility of side effects
- Sign and provide the **Medication Record** Form to the Educator authorising the Educator to administer specific/prescribed medicines
- Inform the Educator of any changes to their child's medical needs and if required provide updated Medical Management Plan
- In case of emergency, provide verbal authorisation to the Educator
- Review and update the Medical management plans annually

### Educators will:

- Follow Medical Management Plans, which include plans for asthma, anaphylaxis and diabetes, in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition
- **Inform the Service Manager, Coordination Unit** and Education Assistants of the requirements of the Medical Management Plan
- Where appropriate, display a notice advising that an enrolled child has been diagnosed as being at risk of anaphylaxis
- Only administer prescribed medication if it's in its original container, bearing the original label with the name of the child, the dosage to be given and is within the expiry and use by date
- Ensure that all non-prescribed medication (as an example: Paracetamol, nappy cream) are in the original container with the original label, have clear dosage instructions and a used date not past
- Provide parents/guardians a copy of the Service's *Health & Safety: Dealing with Medical Conditions Policy* to the parent at time of enrolment
- Provide the *Incident, Injury, Trauma and Illness Record* to the Service to be kept until the child turns 25 years
- Keep children's personal medication (e.g. Epipen) and Medical Management Plan easily recognisable and accessible to adults
- Ensure that children's personal medication and Medical Management Plans are with the child whenever they are taken out of the Educator's home
- In consultation with the Parents and the Service, prepare and maintain a **Medical Condition Risk Minimisation Plan** and **Medical Communication Plan** for **each child with a medical condition**
- Follow the template Medical Condition Risk Minimisation Plan and Medical Communication Plan provided below

## Medical Condition Risk Minimisation Plan

Child's Name \_\_\_\_\_

### Rationale

Risk Minimisation Plan and Communication Plan for children with specific health care needs, such as anaphylaxis, asthma and relevant medical conditions

### Minimising Medical risks

- FDC Educator has First Aid training with Anaphylaxis and Asthma management
- The medical management plan and risk minimisation plan are stored in the Child's locker at the FDC residence
- A copy of the medical management plan and child's medication are also kept with the First Aid Kit and in the Educator's emergency evacuation bag
- The child's medication including EpiPen and/or asthma medication is stored in the
- The child's medication will be checked to ensure it is current and has not expired
- There is a notification of child at **risk of anaphylaxis** displayed near the **front entrance of the FDC residence** with other prescribed information such as **evacuation plan**
- The Educator will notify the Service and/or the Nominated Supervisor (Service Manager) of all children with specific health care needs, allergies or diagnosed medical conditions
- Parents are required to **authorise administration of medication** on medication record, and Educator will **complete administration of medication record** whenever medication is provided
- A copy of the parent's authorisation to administer medication is attached to medical management plan (or in the FDC Educator Diary & Planner) and original filed in the child's folder
- The Educator will **notify parents** of other children attending care of **any allergens that pose a risk to the child**
- The Educator will **display the child's picture**, first name, medication held and location, and brief description of allergy/condition on a poster at the FDC residence where it is visible to other parents and visitors. It is **necessary to get parents approval for this** or the information must be displayed so it is not visible to other families and visitors to protect the child's privacy

### Potential triggers for child's health care need, allergy or medical condition:

- Educator should list the triggers using medical management plan and information from parents. Examples include:
  - Eating certain foods
  - Using products containing certain foods, chemicals or other substances
  - Temperature
  - Dust
  - Physical activity
  - Laughing

- Exposure to certain animals or plants
- Mould/pollen
- Missed meals
- Too much insulin (diabetes)

- Triggers that are specific to the Child's medical condition:

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### **Educator will minimise the effect of triggers by:**

- The Educator must write down the actions in response to known allergens or child's health care needs. For example:
  - FDC residence will be cleaned daily to reduce allergens
  - Educator will use damp clothes to dust so it's not spread into the atmosphere
  - Child will be supervised to prevent movements from hot or warm environments to cold environments
  - Child will not feed pet chickens

- The Educator will do the following to minimise the effect of triggers for the Child with medical condition:

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### **Where the Educator provides food and a Child has an allergy:**

- The Educator must take all appropriate precautions when preparing and serving food while caring for a child with allergy. For example:
  - Educators to clean tables and floors of any dropped food as soon as practical
  - Child will be supervised at all times vigilantly while other children are eating and drinking
  - The child will only eat food prepared and bought to the service by the parents
  - The child's food items will be labelled clearly. Educators may refuse to give the child unlabelled food
  - Child to be seated a safe distance from other children when eating and drinking with an educator positioned closely to reduce the risk of the child ingesting other children's food or drinks

## Medical Communication Plan

### Educator:

- Will complete an Incident, Injury, Trauma and Illness form and advise the parent when the child requires medication where this has not previously been authorised for a specific day or time
- May enquire about the child's health to check if there have been any changes in their condition or treatment
- Advise parents if child's medication needs to be replenished
- Review the child's medical management plan, risk minimisation plan and medication regularly, and seek advice from Coordinator or the Service Manager about any issues or concerns they may have in relation to the child's medical condition
- Advise the Service to update a child's enrolment and medical information in HubWorks as soon as possible after parents update the information

### Service:

- Will regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child's medical management plan, risk minimisation information and medication information through newsletters and information on parent noticeboards
- Will update a child's enrolment and medical information in HubWorks as soon as possible after parents update the information

### Parents:

- Will verbally advise the Educator of **changes in the medical management plan** or medication as soon as possible after the change, and immediately provide an updated medical management plan, medication and medication authorisation (if relevant)
- Will provide an **updated medical management plan annually**, whenever updated or prior to expiry
- Will **provide details annually** in enrolment documentation of any medical condition
- Will advise Educator verbally or in writing on arrival of symptoms requiring administration of medication in the past **48 hours** and the cause of the symptoms if known
- Will ensure the Educator has adequate supplies of the child's medication

I/we agree to these arrangements, including the display of our child's picture, first name, medication held and location, and brief description of allergy/condition on a poster in all children's rooms and prominent places to alert all staff, volunteers and students.

Parent/s signature \_\_\_\_\_

FDC Educator \_\_\_\_\_

Date \_\_\_\_\_

<i>Communication</i>	<i>Date</i>	<i>Educator Signature</i>	<i>Parent Signature</i>



## Day-to-Day Service Management of Health and Safety Policies

- Reviewed quarterly and as required

## Resources and Further Readings

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- ACECQA National; Quality Framework Resource Kit [www.cecqa.gov.au](http://www.cecqa.gov.au)
- Childcare Service Handbook 2013-2014
- Asthma Foundation - <http://www.Asthmafoundation.org.au>
- Allergy & Anaphylaxis Australia - <https://www.allergyfacts.org.au/>
- Australasian Society of Clinical Immunology and Allergy - <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis#sthash.1MriX2GY.dpuf>

## Related FDC Policies, Procedures & Documents

- Child Enrolment and Parent Agreement Form
- Authorisation of Medication Form
- Medication Self Administration Form
- Incident, Injury, Trauma and Illness Form
- Medical Management Plan

Created: May 2015  
Reviewed: May 2016, June 2017, February 2018  
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