

## **WCS Children's Services**

### **HEALTH – Medical Conditions Policy**

#### **Purpose**

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Woden Community Service is committed to ensuring the safety, health and wellbeing of all children attending education and care services. When a child who has a diagnosed health care need, allergy or relevant medical condition is enrolled at a service, additional requirements must be met to ensure that the child's safety, health and wellbeing is protected.

#### **Scope**

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This policy applies to all WCS Children's Services staff, including educators, volunteers and students on placement. References to educators in this document apply to all staff employed to work with children on a permanent, contract or casual basis.

This policy applies to all children who attend a WCS Children's Service and their parents and guardians.

#### **Policy Statement**

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The Service is committed to providing a safe and caring environment for all children ensuring all children are supported to participate in the program. The Service has clear guidelines and procedures for managing medical conditions such as asthma, anaphylaxis and other specific health care needs. Regular communication is maintained with parents/guardians and the service takes an informed and responsible team approach to responding to the needs of children with medical conditions and diagnosed health needs.

Parents/guardians must provide training for staff where a specific care regime is required for the care of a child. The Service is unable to accommodate children who require medical procedures that educators are not trained to deliver.

#### **Strategies and Practices**

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##### **Enrolment and Enrolment Records**

- Parents/guardians are required to complete an enrolment record for their child and provide details of any diagnosed healthcare needs, including medical conditions and allergies.
- All parents/guardians have access to this policy. A copy of this policy is provided to the parents/guardians of a child once the service becomes aware that a child has a specific health care need, allergy or relevant medical condition. An educator or WCS staff member is available to discuss and answer any questions about the policy.
- All educators, students and volunteers commencing at the Service are given access to a copy of this policy, and given the opportunity to clarify their understanding of the policy.
- At enrolment, parents/guardians are informed of the brand of sunscreen used in the Service. Parents/guardians can provide their own alternative if their child has a sensitivity to the brand used. Sunscreen must have an SPF of at least 30.

## Action Plan

- Parents/guardians must provide the Service with an Action Plan from a medical practitioner detailing:
  - Details of the diagnosed health care need, allergy or relevant medical condition including severity of the condition.
  - Any current medication prescribed for the child.
  - The response required from the service in relation to the emergence of symptoms.
  - Any medication required to be administered in an emergency.
  - The response required if the child does not respond to initial treatment.
  - When to call an ambulance for assistance.
- An up-to-date Action Plan must be uploaded to the child's enrolment by the parent/guardian before the child attends the service. The Service may cease the enrolment of a child if an Action Plan is not provided.
- Parents/guardians are to provide any updates to their child's Action Plan (e.g., at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued, new photograph etc.).
- The Action Plan is displayed at the service.
- All staff are made aware of the content of this Action Plan.

## Medical Risk Management Plan (risk-minimisation)

- A Medical Risk Management Plan is developed in collaboration with the parents/guardians of a child and the Service which outlines how the service will minimise and manage risk.
- The risk-minimisation plan will outline:
  - How the risks relating to the child's diagnosed health care need, allergy or relevant medical condition are assessed and minimised.
  - The practices and procedures in place for safe handling, preparation, consumption and serving of food which are developed and implemented, where relevant.
  - That parents/guardians are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.
  - Communication of the plan to all staff members and volunteers so they can identify the child, the child's medical management plan and the location of the child's medication.
  - Practices and procedures ensuring that the child does not attend the service unless the child has their relevant medications at the service if this would pose a significant risk.
- A copy of the Medical Risk Management Plan is kept with the child's enrolment.
- All educators are made aware of the content of the Medical Risk Management Plan.
- The Service is allergy aware, and educators take all reasonable steps to try to ensure that nut products are not brought in or consumed at the Service.

- Educators intentionally teach young children about health and safety.

### **Communication Plan**

- A communication plan is prepared as a part of the Medical Risk Management Plan. This plan will set out how:
  - Relevant staff members and volunteers are informed about the medical conditions policy, the action plan and risk minimisation plan for children at the service who have diagnosed health care needs, allergy or relevant medical condition.
  - A parent/guardian of the child can communicate any changes to the medical management plan and risk management plan for their child (e.g. by email, phone, in person etc.).
- As part of the communication plan, the Nominated Supervisor will:
  - Confirm where each child's Action Plan is displayed.
  - Advise all new educators, staff, volunteers and students about the location of the child's Action Plan and Medical Risk Management Plan as part of their induction.
  - Confirm where medication is stored and how it is accessed and communicate this to all educators, staff, volunteers and students.
  - Review each child's Medical Risk Management Plan and medication regularly at staff meetings and seek feedback from educators about any issues or concerns that they may have in relation to the child's medical condition.
  - Give educators, staff, visitors and students opportunities to ask questions to ensure everyone understands each child's medical needs and their responsibilities in attending to those needs.
  - Regularly remind parents/guardians of children with health care needs, allergies or diagnosed medical conditions to update their child's Action Plan, Medical Risk Management Plan and medication information, through the use of newsletters and information on noticeboards etc.
  - Promptly convey any updates to all educators.
  - update a child's enrolment and medical information as soon as possible after parents/guardians have updated information.
- Parents/guardians will:
  - Provide details in enrolment documentation of any medical condition.
  - Ensure contact details are kept up-to-date on enrolment documentation.
  - Provide the service with a signed administration of medication form (if relevant).
  - Ensure the child's medication is brought to the Service every time the child attends the Service, and that the medication is in-date and in its original packaging.
  - Choose their preferred method of communication about the Medical Risk Minimisation Plan (e.g. by email, phone, in person etc.).

- Contribute to the development of a medical risk management plan.
  - Advise the Nominated Supervisor and educators of changes to the Action Plan, Medical Risk Minimisation Plan or medication as soon as possible after the change and provide an updated Action Plan, medication and medication authorisation (if relevant).
  - Provide an updated Action plan whenever it is updated or prior to expiry.
  - Acknowledge a copy of the medical Conditions Policy has been provided and is available on the website or at the service.
- The contact numbers of Emergency Services are in the Service.
  - Health and safety are regular items on team meeting agendas. The topics of common allergies and medical conditions and how to identify and respond to them are discussed during these meetings as needed.
  - The Service reviews its health and safety practices regularly as part of its Quality Improvement Plan.

## Medication

- A child with medication prescribed for a serious medical condition such as anaphylaxis or asthma is not permitted to attend the service without their medication.
- All EpiPens and asthma medication are stored readily accessible to all educators (including relief educators), but where possible, inaccessible to children.
- Children responsible for self-administering medication may carry their medication with them. Refer to the Service's *Administration of Medication Policy*.
- First Aid kits are located where educators can readily access them in an emergency.
- The Service maintains an up-to-date record of the First Aid and CPR status of First Aid officers, together with their anaphylaxis and asthma management training. The required number of educators with these qualifications and positioned near children meet regulatory requirements at all times, including on excursions.
- The service will only administer Paracetamol if successful in contacting the parent/guardian for consent and establishing when the last time, and how many times previously it was administered.
- In the event of an incident relating to a child under a medical management plan/action plan, that plan must be followed explicitly. An *Incident Form* is to be completed.

## Links Education and Care Services National Regulations 2017, National Quality Standard 2018

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to Parents/Guardians of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy provided to Parents/Guardians
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement—anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication
	136	First aid qualifications
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
	4.1.1	The organisation of educators across the service supports children's learning and development.
	5.1.2	The dignity and rights of every child are maintained.
	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.
	6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
	6.2.2	Effective partnerships support children's access, inclusion and participation in the program.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### Sources, further reading and useful websites

#### Sources

- Education and Care Services National Regulations 2011, 2017
- National Quality Standard 2011, 2018
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms

#### Further reading

- Health Direct. *Anaphylaxis*. <https://www.healthdirect.gov.au/anaphylaxis> Accessed March 2021.
- ASCIA Anaphylaxis Resources. <https://www.allergy.org.au/hp/anaphylaxis> Accessed March 2021.

- ASCIA First Aid Plan for Anaphylaxis. <https://www.allergy.org.au/hp/anaphylaxis/first-aid-for-anaphylaxis> Accessed March 2021.
- Canberra Health Services. Management of Anaphylaxis in Adults and Children (2019). <http://health.act.gov.au/sites/default/files/2019-03/Management%20of%20Anaphylaxis%20in%20Adults%20and%20Children.docx> Accessed March 2021.
- ACT Health. Asthma Support Network. <https://www.health.act.gov.au/sites/default/files/2018-10/Asthma%20Action%20Plan.pdf> Accessed March 2021.
- Health Direct. Asthma. <https://www.healthdirect.gov.au/asthma> Accessed March 2021.
- Diabetes NSW & ACT. Diabetes factsheets. <https://diabetesnsw.com.au/diabetes-information-sheets/> Accessed March 2021.
- ACT Health. Diabetes Nutrition Service. <https://www.health.act.gov.au/services-and-programs/nutrition/diabetes-nutrition-service> Accessed March 2021.
- Health Direct. Diabetes. <https://www.healthdirect.gov.au/diabetes> Accessed March 2021.

### Useful websites

- Allergy & Anaphylaxis Australia – [www.allergyfacts.org.au](http://www.allergyfacts.org.au)
- Asthma Australia – <https://asthma.org.au>
- National Asthma Foundation Council Australia – [www.nationalasthma.org.au](http://www.nationalasthma.org.au)
- Australian Society of Clinical Immunology and Allergy (ASCIA) – [www.allergy.org.au](http://www.allergy.org.au)
- Diabetes Australia – [www.diabetesaustralia.com.au](http://www.diabetesaustralia.com.au)
- Diabetes NSW & ACT - <https://diabetesnsw.com.au/>
- Health Direct - <https://www.healthdirect.gov.au/>

### Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified or within 24 months. Proposed changes will be circulated and discussed by all services and any external stakeholders for approval.

### Current version

<b>Service line   Service area</b>	Children's Services	<b>Version</b>	2.0
<b>Process owner</b>	Director, Children, Youth and Family	<b>Date of issue</b>	Jul 2021
<b>Approved by</b>	Kate West	<b>Scheduled review date</b>	Jul 2023

### Modification history (including current version)

Version	Date	Author	Approved by	Description of changes
1.0	Nov 2014		Susan Henderson	Review of policy
1.1	Aug 2016		Susan Henderson	Review of policy, addition of specific medical conditions
1.2	Jan 2018		Susan Henderson	Revised National Quality Standard 2018
2.0	Jul 2021	Krysta Cordina	Kate West	Additional content in line with changes to national law and regulations