



## **Giralang Preschool**

### **Medical Conditions Procedure**

**NB: under the Education and Care Services National Regulations Current version for 1 October 2017. Division 3 Medical conditions policy (see regulation 90)**

#### **Introduction**

Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. Our Preschool is committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all children attending our Preschool. We are committed to ensuring our educators are equipped with the knowledge and skills to manage situations, to ensure all children receive the highest level of care and to ensure their needs are considered at all times. Communicating with families with ongoing medical conditions and the management of these conditions is a key priority.

#### **Aim**

Giralang Preschool promotes the health, safety and wellbeing of all children enrolled in our Preschool program. Giralang Preschool aims to keep everyone safe, and in particular, children with medical conditions. Educators will take reasonable steps to manage medical conditions and precautions will be taken to protect children from foreseeable harm and hazards.

Giralang Preschool will minimise the risk of harm from medical conditions of children by:

- Collaborating with families of children with diagnosed medical conditions to develop a risk minimisation plan for their child;
- Inform all staff, including casual staff, educators and volunteers about children diagnosed with a medical condition, and the risk minimisation procedure for these;
- Provide all families with current information about identified medical conditions of children enrolled in Preschool and ensure strategies are designed to support the implementation of a risk minimisation plan;
- Ensure all children with diagnosed medical conditions have a current risk minimisation plan (reviewed at least annually or as circumstances change) that is accessible to all staff;
- Ensure all staff has been adequately trained in the administration of emergency medication; and

- Ensure age appropriate education of children and their peers of relevant medical conditions.

## **Procedures**

Giralang Preschool will make sure that the Nominated Supervisor fulfils the responsibilities in the management of medical conditions.

The nominated supervisor will:

- Ensure that any parent with a child enrolled at Giralang Preschool that has a specific health care need, allergy or other relevant medical condition, is provided with a copy of this Medical Conditions Policy;
- Inform parents of the requirement to provide the school with a current medical management plan of their child's condition;
- Collaborate with families of children with medical conditions to develop a risk minimisation plan to ensure the child's safety and wellbeing:
  - That the risks associated with the child's condition is assessed and minimised;
  - To food allergies and triggers, to ensure that the practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented;
  - To ensure that parents are notified of any known allergens that pose a risk to a child and strategies that minimise this risk are developed and implemented; and
  - To ensure 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
  - To ensure that the child does not attend Giralang Preschool if they do not have their prescribed medication for the child's specific health care need, allergy or relevant medical condition.
- Ensure that all staff and educators are aware of the medical management and risk minimisation plan;
- Ensure that staff are adequately trained in procedures contained in the medical management plan; and
- Inform other families enrolled at Giralang Preschool of the need to prohibit any substances that may cause a hazard to other children (if required).

## **Communication and display of medical information**

The Nominated Supervisor will:

- Ensure all medical management and risk minimisation plans are accessible to all staff;
- Ensure that all plans are current and kept up to date;

- Ensure that relevant staff members and volunteers are informed of the medical conditions policy, the medical management plan, and risk minimisation plan for the child;
- Develop a communication strategy where parents advise staff in writing, or staff record any verbal information, to ensure that parents can communicate any changes to the medical management plan and risk minimisation plan;
- Update any information as needed so Educators and staff will:
- Ensure they are aware of enrolled children with medical conditions and be familiar with the medical management and risk minimisation plans of each child diagnosed with a medical condition; and
- Be aware of their communication responsibilities, in regards to parents, the child, other staff, and keep them regularly updated.

### **Management of asthma and anaphylaxis**

The Nominated Supervisor will:

- Ensure that all staff are adequately trained in the management of asthma and anaphylaxis, and that training includes identifying medical emergencies; and
- Ensure that all staff are adequately trained in the administration of emergency medication such as the Epi-Pen or asthma medication.

Educators and staff will:

- Be alert to the immediate needs of children who present with symptoms of anaphylaxis and asthma; and
- Administer emergency medication in accordance with their training, as required.

### **Documentation and record keeping**

The Approved Provider will:

- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

The Nominated Supervisor will:

- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Educators and staff will:

- Complete a Medication Record when a child receives emergency medication; and
- Provide parents with a copy of the Medication Record.

### **Diabetes Management**

This Diabetes Management Policy aims to:

- Raise awareness of diabetes management amongst those involved with the service;
- Provide the necessary strategies to ensure the health and safety of all children with diabetes enrolled at the service;
- Provide an environment in which children with diabetes can participate in all activities to the full extent of their capabilities; and
- Provide a clear set of guidelines and expectations to be followed with regard to the management of diabetes.

The Approved provider will:

- Organise for staff to obtain a senior first aid qualification and update this qualification as required.

The Nominated Supervisor will:

- Provide staff with a copy of this policy and brief them on diabetes procedures upon their appointment;
- Ensure at least one staff member who has completed accredited senior first aid training is on duty whenever children are being cared for, or educated;
- Ensure enrolment forms require parents to provide information on any medical conditions including diabetes;
- Identify children with diabetes during the enrolment process, and inform staff;
- Provide families thus identified with a copy of this policy and Diabetes Action Plan upon enrolment or diagnosis (see Additional Resources);
- Ensure families provide the service with the child's testing kit and hypo pack if required;
- Store Diabetes Action Plans in the child's enrolment record;
- Formalise and document the internal procedures for emergency Diabetes treatment;
- Encourage open communication between families and staff regarding the status and impact of a child's diabetes; and
- Promptly communicate any concerns to families should it be considered that a child's diabetes is limiting his/her ability to participate fully in all activities.

Staff will:

- Ensure that they maintain current accreditation in first aid;
- Ensure that they are aware of the children in their care with diabetes;
- Ensure that they are familiar with the signs and symptoms and the emergency treatment of a low blood glucose level;
- Call an ambulance if they feel emergency treatment is required;
- Ensure, in consultation with the family, the health and safety of each child through supervised management of the child's diabetes;

- Where necessary, modify activities in accordance with a child's needs and abilities;
- Ensure that a child's Diabetes Action Plan is followed at all times; and
- Promptly communicate to management or parents/guardians, any concerns should it be considered that a child's diabetes is limiting his/her ability to participate fully in all activities.

Families will:

- Inform staff, either upon enrolment or on initial diagnosis, that their child has diabetes;
- Provide all relevant information regarding their child's diabetes via a written Diabetes Action Plan, which should be provided to the centre within seven (7) days of enrolment;
- Keep the child's testing kit and hypo pack updated as required;
- Notify the Nominated Supervisor, in writing, of any changes to the Diabetes Action Plan during the year;
- Ensure that they comply with all requirements and procedures in relation to the Medications Record;
- Communicate all relevant information and concerns to educators as the need arises; and
- Ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's diabetes.

#### **Related Giralang Preschool Documents:**

Administering medication to a child

Anaphylaxis Risk Minimisation Plan

Asthma Risk Minimisation Plan

Communication Plan - Risk Minimisation of a Medical Condition

Risk Minimisation Plan for Medical Conditions

#### **Additional Resources**

- Anaphylaxis Action Plan can be downloaded from

[www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment](http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment)

Asthma Action Plan template can be downloaded from

<http://www.asthma.org.au/Resources/Brochures.aspx>

[www.allergy.org.au](http://www.allergy.org.au)

[www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)

[www.diabetesaustralia.com.au](http://www.diabetesaustralia.com.au)

**Review:**

The procedure is reviewed annually.

**Last Reviewed:** January 2021

**Date for next Review:** January 2022

**NQS Quality Areas:** 2, 5 & 6

**EYLF Learning Outcome:** 1, 2 & 3

**Regulations:** 85, 86, 87, 88 **168**, 137,  
**136**, 94, 90 & 89

**Who is affected by this policy?**

Children

Families

Educators

Management