



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

3-7 Shields Lane, Pennant Hills NSW 2120. Telephone : 9484 1133
Postal Address : PO Box 537, Pennant Hills NSW 1715
Email: phwmcc@inet.com.au
ABN 85 129 536 459

PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) MEDICAL CONDITIONS POLICY & PROCEDURE

Introduction

Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. At PHWMCC children will be supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met. PHWMCC is also committed to ensuring our educators and staff 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. Providing families with ongoing information about medical conditions and the management of these is a key priority.

Families can expect that educators will act in the best interests of the children in their care at all times, meet the children's individual health care needs, and maintain continuity of medication for their children when the need arises.

Aim

PHWMCC is committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all children at the preschool.

Our Preschool will minimise the risks around medical conditions of children by:

- collaborating with families of children with diagnosed medical conditions to develop a Risk Minimisation Plan for their child;
- informing all staff, including casual staff, educators and volunteers, of all children diagnosed with a medical condition and the risk of minimisation procedures for these;
- providing families with current information about identified medical conditions of children enrolled at the preschool;
- ensuring all children with diagnosed medical conditions have a current Risk Minimisation Plan that is accessible to all staff; and
- ensure that all staff have completed first aid training that has been approved by Australian Children's Education and Care Quality Authority (ACECQA).

Procedure

Enrolment

- On application for enrolment families will be required to complete full details about their child's medical needs. We will assess whether Educators are appropriately trained to manage the child's special health needs at that time.
- Where children require medication or have special medical needs for long term conditions or complaints, the child's doctor or allied health professional and parent/guardian must complete a Medical Management Plan. Such a plan will detail the child's special health support needs

including administration of medication and other actions required to manage the child's condition.

- The Nominated Supervisor will also consult with the child's family to develop a Risk Minimisation Plan. This plan will include;
 - assessing risks relating to the child's specific health care needs, allergy or medical condition;
 - any requirements for safe handling, preparation and consumption of food;
 - notification procedures that inform other families about allergens that pose a risk;
 - procedures for ensuring educators/students/volunteers are able to identify the child;
 - their medication.
- Children with specific medical needs must be reassessed in regard to the child's needs and the Preschool's continuing ability to manage the child's special needs, on a regular basis, depending on the specific child's medical condition.
- If a child's medical, physical, emotional or cognitive state changes the family will need to complete a new Medical Management Plan and the Preschool will re-assess its ability to care for the child, including whether educators are appropriately trained to manage the child's ongoing special needs.
- Parents and guardians who are enrolling a child with specific health care needs are provided with a copy of this policy and other relevant Preschool policies

Administration of Prescribed Medication

Prescribed medication, authorised medication and medical procedures can only be administered to a child:

- with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b) of the *Education and Care Services National Regulations 2011*)
- with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the procedure
- if the prescribed medication is in its original container bearing the child's name, dose and frequency of administration.

Medical Management Plans

Medical Management Plans are provided by the child's doctor and are required if a child enrolled at our service has a specific health care need, allergy or relevant medical condition.

The medical management plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs.

Risk Minimisation Plans

Risk Minimisation Plans are required to be developed by the Nominated Supervisor and the parents of a child:

- to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised;
- to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented;

- to ensure parents are notified of any known allergens that pose a risk to their child, and strategies for minimising the risk are developed and implemented;
- to ensure that practices and procedures are developed and implemented so that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication; and
- to ensure that practices and procedures are developed and implemented so 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.

Communication

At PHWMCC we will maintain development of communication strategies to ensure that:

- all Medical Management Plans and Risk Minimisation Plans are accessible to all staff;
- all plans are current and kept up to date and checked at the start of each term
- relevant staff members and volunteers are informed of the Medical Conditions Policy, the Medical Management Plan and Risk Minimisation Plan for the child;
- parents can communicate any changes to the Medical Management Plan and Risk Minimisation Plan in writing via email or by bringing in a new plan;
- parents and educators communicate regarding the child's changing requirements and any interventions undertaken by educators;
- other families enrolled at PHWMCC are aware of the need to exclude items which may present a hazard to children with diagnosed medical conditions.
- A Medication Record Form is completed when a child receives emergency medication
- A copy of the Medication Record is provided to medical staff in the event further medical intervention is required.

Roles and Responsibilities

Approved Provider

- Ensure that all staff have completed first aid training that has been approved by Australian Children's Education and Care Quality Authority (ACECQA)
- Ensure records are confidentially stored for the specified period of time as required by the Regulation
- Ensure the Nominated Supervisor fulfils responsibilities in the management of medical conditions.

Nominated Supervisor and Responsible Person

- Implementing this policy at the service and ensuring that all staff adhere to the policy.
- Informing the Approved Provider of any issues that impact on the implementation of this policy.
- Identifying specific training needs of staff who work with children diagnosed with a medical condition, and ensuring, that staff access appropriate training.
- Ensuring food preparation, food service and relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the service's procedures for dealing with emergencies involving allergies and anaphylaxis.
- Ensuring a copy of each child's Medical Management Plan is visible and known to staff and volunteers in the service.
- Ensuring staff follow each child's Risk Minimisation Plan and Medical Management Plan.
- Ensuring opportunities for each child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan.
- Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service.

- Maintaining ongoing communication between staff and parents/guardians in accordance with the strategies identified in the communication plan to ensure current information is shared about specific medical conditions within the service. :
- Will provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Early Childhood Educators and staff

- Communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the service is current.
- Being aware of individual requirements of children with specific medical conditions and following their Risk Minimisation Plan and Medical Management Plan.
- Ensuring children do not swap or share food, food utensils or food containers.
- Monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor.
- Ensuring that parents/guardians are contacted when concerns arise regarding a child's health and wellbeing.
- Will complete a Medication Record when a child receives emergency medication.

Families

- Informing the service of their child's medical conditions, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition.
- Developing a Risk Minimisation Plan with the Nominated Supervisor and/or other relevant staff members at the service.
- Providing a Medical Management Plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This Medical Management Plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs.
- Will sign the Medication Record when a child receives emergency medication.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

Definitions

Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Educator who is in charge of the day to day running of the preschool in the Nominated Supervisors absence

Early Childhood Educators: Teachers and Child Care Workers

Related legislation:	Education and Care Services National Law Act 2010: Section 173 Education and Care Services National Regulations 2011: Regulations 90, 91, 96 Health Records Act 2001
Related Guidelines, Standards, Frameworks:	National Quality Standard, Quality Area 2: Children’s Health and Safety- Standard 2.1, 2.2 National Quality Standard, Quality Area 7 Governance and Leadership Standard 7.1, 7.2
Sources:	Community Early Learning Australia – Dealing with Medical Conditions Sample Policy
Relevant Documents:	PHWMCC enrolment form Medical Conditions Policy – Asthma Medical Conditions Policy – Anaphylaxis Medical Conditions Policy - Diabetes Administration of Medication Policy Classroom Risk Minimisation Plan
Policy reviewed:	September 2017
Next review date:	September 2019



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Classroom Risk Minimisation Plan

Childs Name:

D.O.B.:

Known allergens:

Symptoms:

Medications:

Dosage:

Emergency No:

Drs Name and No:

Emergency Contacts:

Classroom Management Strategies: