

DEALING WITH MEDICAL CONDITIONS

Early Years Services

1. Purpose

The City of Stonnington Early Years Services ensures that children diagnosed with a specific health care need, allergy or relevant medical condition are assessed and risks are minimised. Medical Conditions may include but are not limited to Asthma, Diabetes and/or children diagnosed at risk of Anaphylaxis.

Practices and procedures are in place to ensure that potential risks, which are known to be a triggers or circumstances surrounding the child's specific condition are controlled and any medication required is administered safely. This practice is vital for the health, safety and wellbeing of children at all Stonnington Early Years Services.

2. Policy

City of Stonnington recognises that children enrolling or attending one of the services may be diagnosed with a specific health care need, allergy or medical condition. Early Years Services are committed to ensuring the environment provided enables all children are able participate equally.

It is generally accepted that children under the age of six do not have the skills to recognise and manage their own medical conditions effectively therefore Educators will support children's needs to ensure their health and safety are protected.

3. Scope

This policy applies to children enrolling and already enrolled at the service, their parents/guardians and all Educators working within Early Years Services, including students/volunteers and agency relief Educators engaged by the City of Stonnington.

4. Responsibilities

Early Years Coordinator
Team Leaders
Administration Officer
Educators
Parents/Guardians
Cooks
Student/Volunteers

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5. Procedure

Team Leader

- Once the enrolment record has been completed it should be reviewed to identify whether the child has a diagnosed health care need, allergy or relevant medical condition.
- If a child has a specific health care need, allergy and/or relevant medical condition listed on the enrolment form a medical management plan (Action Plan) must be provided completed by the child's Doctor or Medical Practitioner.
- Team Leader must ensure that Educators, Cook (if relevant) and Students/Volunteers have been informed that a child enrolling with the service has been diagnosed with a specific health care need, allergy or medical condition.
- Team Leaders and Educators will develop and document a Risk Minimisation Plan in consultation with the parents/guardians of each child who has a specific health care need, allergy and/or medical condition to ensure the risks relating to that child are assessed and minimised.
- Risk Minimisation Plans are to be signed by the Team Leader, parents/guardians and all Educators regularly working with the child and then kept in the enrolment record for that child along with a copy with the insulated bag that stores the child's medication.
- All aspects of the service's operations should be considered in relation to the child's inclusion at the service while developing the Risk Minimisation Plan to ensure that the child's safety, health and wellbeing is protected at all times.
- Risk Minimisation Plans should be completed and in place prior to the child commencing at the service.
- Team Leader must ensure parents/guardians have completed the Dietary Requirement Form for the cook if applicable to the child's specific health care need, allergy or medical condition.
- Team Leader will set up an insulated bag to be placed in the room with a photo of the child, the child's medication, a copy of the Medical Management plan (Action Plan), also Risk Minimisation Plan and emergency contacts list.
- The child's details and photo will be added to the display in the room along with details of their specific condition. Team Leader will also provide a copy of each child's Action Plan for all Educators in the staff room and kitchen (if applicable).
- Team Leader will place a sign in the foyer of the service to alert parents/guardians that there is a child in attendance who has been diagnosed at risk of Anaphylaxis, if applicable.
- Team Leaders must provide parents/guardians with a copy of the service's Dealing with Medical Conditions Policy as well as a copy of the Risk Minimisation Plan.
- Team Leader will discuss with parents/guardians of older children that the service does not permit the self-administration of any **medication** by children.
- Team Leader must ensure that Educators are informed of any changes to a child's medical information; either a new diagnoses or changes in any existing health care need, allergy or medical condition.
- Team Leaders will ensure Educators hold a current certificate in First Aid including Anaphylaxis and Asthma Emergency Response (HLTAID004) which incorporates comprehensive training in dealing with emergency first aid.

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- Team Leader will assess if it is necessary for one or more Educators to access additional professional development or training to assist in meeting a child's specific care needs and/or medical condition.
- Team Leaders must ensure the details of children with a specific health care need, allergy and/or medical condition are communicated to new Educators, agency Educators, students, and volunteers during the induction process.
- Team Leaders must complete the communication plan with information regarding how Educators and students/volunteers are made aware of and manage diagnosed health care needs, allergies or medical conditions and also how parents/guardians communicate changes to the service.
- Risk Minimisation Plans must be completed by the Team Leader and Educators for each child who has a health care need, allergy and/or medical condition and updated every twelve months or if there is a change to a child's condition.
- Exceptions to the written or verbal authorisation requirement to administer medication are **only in the event of an emergency** where medication may be administered to a child in the case of an anaphylaxis or asthma emergency.
- If medication is administered under the exception to the authorisation requirement Team Leaders must notify parents/guardians and emergency services as soon as practicable.

Administration Officer

- Once the enrolment record has been submitted it should be reviewed to identify whether the child has a diagnosed health care need, allergy or relevant medical condition.
- If a child has a specific health care need, allergy and/or relevant medical condition listed on the enrolment form a medical management plan (Action Plan) completed by the child's Medical Practitioner must also be provided.
- Administration Officer must inform the Team Leader, Cook (if relevant), Educators, and Students/Volunteers within the service if a new child enrolling has been diagnosed with a specific health care need, allergy or medical condition.
- Administration Officer must ensure parents/guardians have completed the Dietary Requirement Form for the cook if applicable to the child's specific health care need, allergy or medical condition.
- Administration Officer must inform the Team Leader and Educators within the service if a parent/guardian notifies them of changes to the child's medical information either a new diagnoses or changes in any current health care need, allergy or medical condition.
- Administration Officer must ensure that the medical information section of the enrolment form is updated and signed by the parent/guardian at the time of any changes or a new diagnoses.
- Once enrolled, parents/guardians should be regularly consulted (at least every 12 months) regarding any diagnosed specific health care need, allergy or relevant medical condition a child may have developed since enrolment.

Parents/Guardians

- Parents/guardians must include any relevant information regarding their child's health care needs, allergies and/or medical conditions when completing the enrolment forms.

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- Parents/guardians must notify Team Leaders and relevant Educators if the child develops or is diagnosed with any specific health care need, allergy or medical condition after the child has commenced care.
- Notify the Team Leader and relevant Educators of any changes to their child's health care need, allergy or medical condition and provide a new Medical Management Plan signed by the child's medical practitioner in accordance with these changes.
- Assist Educators by offering information and answering any questions regarding their child's medical condition, this may be at an arranged time outside the room if preferred by either Educator or parents/guardians.
- Provide Team Leader with an appropriate individual medical management plan (Action Plan) signed by the child's medical practitioner.
- Assist Team Leader and Educators during consultation process to assess potential risks and develop the Risk Minimisation Plan in relation to their child's health care need, allergy or medical condition.
- Provide Educators with an adequate supply of prescribed medication for their child whilst they are at the service, this medication can be left at the service.
- Comply with the Education and Care Services National Regulations ensuring that the child does not attend the service unless the child has their relevant medication as this could pose a significant risk.
- Regularly check medication left at the service to ensure it is within its expiry date.
- Complete Dietary Requirements form and discuss known allergens with Cook or Educator responsible for cooking or delivering food to children if relevant.
- Communicate all relevant information and concerns to Team Leader and/or Educators, for example, any matters relating to the health of the child.

Educators

- Educators should ensure that any specific health care needs, allergies and/or medical conditions are discussed and information shared between Educators to ensure the health and safety of all children are protected at all times.
- Educators must display children's medical information appropriately in the room including a photo for each child that has a specific health care need, allergy and /or medical condition.
- Posters are displayed in the room on Emergency Asthma First Aid and Administration of auto injection device (Epipen).
- Each child with a health care need, allergy or medical condition has their named insulated bag with their photo, medication, medical management plan (Action plan), risk minimisation plan and emergency contact list in a designated and accessible place within the room.
- Educators will assist the Team Leader with the development of a risk minimisation plan for each child with a specific health care need, allergy and/or medical condition, these plans must be reviewed every 12 months or if there is a change to the child's condition.
- Educators must ensure the parents/guardians have completed the Dietary Requirement Form for the cook if applicable to the child's specific health care need, allergy or medical condition.
- Educators must inform the Team Leader and other Educators within the service if a parent/guardian informs them of any changes to a child's medical information

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either a new diagnoses or change in any specific health care need, allergy or medical condition.

- Educators must ensure that specific information is shared with any new Educators, agency relief Educators, students and/or volunteers.
- The communication plan in place is reviewed to ensure that all Educators, including relief Educators are informed of the policy, medical management plans and risk minimisation plans for each child.
- When planning cooking experiences with the children Educators must confirm specific health care needs, allergies and/or medical conditions for children who will attending the service on the day of the proposed cooking experience.
- When planning excursions and regular outings Educators must consider and plan for all children's specific needs and ensure all medication is taken along with each child every time they go on an excursion or a regular outing.
- Educators must hold a current certificate in First Aid Anaphylaxis and Asthma emergency response (HLTAID004) which includes comprehensive training in dealing with emergency first aid.
- If a child with a specific health care need, allergy and/or medical condition presents with symptoms relevant to their condition Educator must refer to the child's Action Plan, follow the steps outlined and inform the Team Leader and parents/guardians as soon as possible.
- In the case of an emergency situation medication can be authorised verbally by the parent/guardian or person authorised in the enrolment record, registered medical practitioner or emergency services.

Educators/cooks responsible for preparing and/or serving food, if relevant

- Cooks should ensure parents/guardians have completed the Dietary Requirements Form if there are specific food that their child can or cannot have.
- Ensure that any allergens or foods listed on the Dietary Requirements Forms to avoid are identified and discussed with parents/guardians in detail and are considered when planning children's menus where food is provided.
- Services where parents/guardians provide lunchboxes Educators actively remind parents/guardians to be aware of making healthy choices, avoiding known allergens, in particular nuts and nut products.
- Cooks/Educators preparing or serving food should be aware of measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.
- Cook should specifically identify and label any meal that has been specially prepared for a child with allergies or diagnosed at risk of anaphylaxis.

Other Information

- Where this document mentions specific health care need, allergy or relevant medical condition this includes but is not limited to the management of allergies, asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis and includes any other diagnosed medical conditions.
- Educators should research further information regarding specific medical conditions by using the below websites or making sure other websites used are a trusted source.

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- Allergies <https://allergy.org.au/>
- Allergy and Anaphylaxis <https://allergyfacts.org.au/>
- Asthma <https://asthma.org.au/>
- Coeliac disease <https://www.coeliac.org.au/s/>
- Cystic Fibroses <https://www.cysticfibrosis.org.au/>
- Diabetes <https://www.diabetesaustralia.com.au/>
- Epilepsy <https://www.epilepsy.org.au/>
- Royal Children’s Hospital <https://www.rch.org.au/kidsinfo/>
- General Health information websites -
 - <https://www.healthdirect.gov.au/>
 - <https://www.betterhealth.vic.gov.au/>

6. Relevant Legislation, Policies and Guidelines

Australian Children’s Education and Care Quality Authority (ACEQA)

Australasian Society of Clinical Immunology and Allergy (ASCI), at www.allergy.org.au

Asthma Australia <https://asthma.org.au/>

Department of Education and Training (DET) 2017 - <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/medicalconditions.aspx>

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (2011 SI 653) – Version 1st October 2020

Health Records Act 2012

Royal Children’s Hospital <https://www.rch.org.au/kidsinfo/>

7. Related Services Policies/Forms

Action Plan - Allergy

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Action Plan - Anaphylaxis
Action Plan - Asthma
Action Plan for Medical Conditions
Child Safe Environment Policy
Dietary Requirements Form
Enrolment and Orientation Policy
Enrolment Form
Excursions and Regular Outings Policy
Incident, Injury, Trauma and Illness Form
Incident, Injury, Trauma and Illness Policy
Mealtimes and Serving Meals Policy
Medical Conditions Risk Minimisation Plan and Communication Plan
Nutrition and Oral Health Policy
Serious Incident Response Policy
Supervision Policy

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