

# Medical Conditions Policy

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## NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	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

## EYLF

LO3	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

## Aim

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

## Related Policies

Additional Needs Policy

Death of a Child Policy

Emergency Service Contact Policy

Emergency Management and Evacuation Policy

Enrolment Policy

Food Nutrition and Beverage Policy

Health, Hygiene and Safe Food Policy

## Implementation

The service will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service. Educators are also responsible for raising any concerns with a child's parents about any medical condition known to the service, or any suspected medical condition that arises.

No child with a medical condition enrolled at the service, needing medication will be able to attend the service without the medication prescribed by their medical practitioner. Families are required to provide this information on the Enrolment Form as outlined below and are responsible for updating the service on any new medication, ceasing of medication, or any changes to their child's prescription. –

### Medical Management and Communication Plan

#### Confidential

To be completed by the prescribing Doctor and the Parent/Guardian for a child who required supervision of medication while in care.

This information is confidential and will be available only to supervising staff and emergency personnel.

#### To the Doctor

##### Please:

- \_ Complete all sections of this form
- \_ Schedule medication outside childcare centre hours wherever possible
- \_ Be specific: **As needed** is **not** sufficient direction for the staff members – they need to know exactly when medication is required
- \_ Nominate the simplest method. For example: Oral or 'puffer' medication is much easier to arrange than a nebuliser

#### Please note that childcare workers:

- \_ Accept only medication which has been ordered by a Doctor and is provided in the original, fully labelled pharmacy container
- \_ Do not monitor the effects of medication as they have no training to do this
- \_ Are instructed to seek emergency medical assistance if concerned about a child's behaviour following medication.

Name of Child ..... Date of Birth ...../...../.....

Will be able to resume childcare from ...../...../.....

#### Medication Instructions

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#### Description of Medical Condition

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**Medication Name** and form (eg liquid, capsule, ointment)

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**Dose and Administration Method**

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**Times to administer medication** \_\_\_\_\_

**Any other instructions**

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**Authorisation and release**

Medical Practitioner .....  
Address .....

..... Telephone .....

Signature ..... Date ...../...../.....

**I have read, understood and agreed with this plan and any attachments indicated above.  
I approve the release of this information to childcare staff and emergency medical personnel.**

Parent/guardian ..... Signature..... Date ...../...../.....

**Information that must be provided on Enrolment Form**

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition.

The following information must be completed on the Enrolment Form, and any information will be attached to the Enrolment Form as necessary and kept on file at the service –

- Asthma
- Diabetes
- Allergies
- Anaphylaxis
- Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.

- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the service.
- Any Medical Management Plan put forward by a child's parents and/or registered medical practitioner. The Medical Management Plan must be used to inform the Medical Conditions Risk Minimisation Plan. Parents are responsible for updating their child's Medical Management Plan as necessary and will be regularly reminded by the service as per the Medical Management Communications Plan.

### **Identifying Children with Medical Conditions**

- Any information relating to the above medical conditions will be shared with the Nominated Supervisor, educators, volunteers and any other staff member at the service. Individuals will be briefed by the Nominated Supervisor on the specific health needs of each child.
- Information relating to a child's medical conditions, including the child's Medical Management Plan, Medical Conditions Risk Minimisation Plan, and the location of the child's medication will be shared with all educators and volunteers and displayed in the following areas of prominence (above kitchen sink and in office) to ensure all practices and procedures are followed accordingly.
- All educators and volunteers at the service must follow a child's Medical Management Plan in the event of an incident related to a child's specific medical conditions requirements.
- All educators and volunteers at the service must be able to identify a child with medical conditions easily.
- All educators and volunteers at the service must be able to locate a child's medication easily.

### **Medical Conditions Risk Minimisation Plan**

Using a child's Medical Management Plan, the service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents. The Medical Conditions Risk Minimisation Plan must ensure that any risks are addressed and minimised. The Plan must be developed with the child's parents and medical professionals and these individuals must inform the Medical Conditions Risk Minimisation Plan. To promote consistency and ensure the welfare of all children using the service, we will follow all health, hygiene and safe food policies and procedures.

Any allergens that may be present at the service will be communicated to parents and addressed through the Medical Conditions Risk Minimisation Plan.

Whilst developing the Medical Conditions Risk Minimisation Plan and to minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, the service will consider and implement the following –

- While not common, anaphylaxis is life threatening. Anaphylaxis is a severe allergic reaction to a substance. While prior exposure to allergens is needed for the development of true anaphylaxis, severe allergic reactions can occur when no documented history exists.
- Be aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.
- Anaphylaxis can be caused by insect bites such as bees or wasps but is usually caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts and in children eggs and cow's milk.
- Other common groups of substances which can trigger allergic reaction or anaphylaxis in susceptible children include:
  - All types of animals, insects, spiders and reptiles.
  - All drugs and medications, especially antibiotics and vaccines.
  - Many homeopathic, naturopathic and vitamin preparations.
  - Many species of plants, especially those with thorns and stings.
  - Latex and rubber products.
  - Band-Aids, Elastoplast and products containing rubber based adhesives.
- Educators should be on the lookout for symptoms of an allergic reaction, as per their training. Educators should be on the lookout for symptoms as they need to act rapidly if they do occur. Educators should immediately call 000 if symptoms arise. If you know an educator or child is prone to anaphylaxis reactions, and they carry an EpiPen® it should be injected by an educator trained in first aid. CPR should be initiated should the educator or child stop breathing.
- However, steps should be taken to prevent anaphylaxis occurring as outlined below:
 


Upon enrolment, seek medical information from parents about any known allergies. Ask parents for supporting documentation as well as a Medical Management Plan. This Medical Management Plan should include a photo of the child, what triggers the allergy, first aid needed and contact details of the doctor who has signed the plan. This should be kept on the child's enrolment file and also be displayed in the service, in an area where all educators can easily access near a telephone. A copy should also be kept where the child's medication is stored. If the child is taken on an excursion, a copy of the management plan should be taken on the excursion. Should a child be known to have allergies requiring medication if a reaction occurs, the parents will be asked to provide the medication. Furthermore, should the child's treatment change, families are asked to provide the service with a new Medical Management Plan from their child's medical practitioner. Documentation will then be updated at the service.

- If displaying personal information about children's or staff member's allergies in food preparation or serving areas, do so in accordance with privacy guidelines, such as displaying in an area accessible to staff and not accessible to visitors or other families. Explain to families the need to do so for purpose of safety of the child and obtain parental consent.
- Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction in a child. These practices will be documented and reflected upon, with any practice that may be discovered amended to decrease risk. For example, a procedure to ensure that the child is never at the service without their EpiPen or relevant medication.
- The service will display an Australasian Society of Clinical Immunology and Allergy inc (ASCIA) generic poster called Action Plan for Anaphylaxis in a key location at the service, for example, in the children's room, the staff room or near the medication cabinet  
<http://www.allergy.org.au/content/view/10/3/#r1>
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without the device.
- Develop an ongoing communication plan with the child's parents and with educators at the service to ensure that all relevant parties are updated on the child's treatment, along with any regulatory changes that may change the service's practices in regards to anaphylaxis.
- Provide support and information to the service's community about resources and support for managing allergies and anaphylaxis.
- The service will ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.
- Routinely, the service will review each child's medication to ensure it hasn't expired.
- The service will not allow children to trade food, utensils or food containers.
- Ideally, children who have severe allergies should only be served food prepared at their homes. If it is decided that the child will have food prepared for them at the service, this will be prepared in line with their management plan and family recommendations.
- The service will use non-food rewards with children. For example, stickers for appropriate behaviour.
- Families are requested to label all bottles, drinks and lunchboxes etc with the child's name that they are intended for.
- The use of food products in craft, science experiments and cooking classes may need to be changed in order to allow children with allergies to participate.
- Food preparation staff will be instructed on the necessity to prevent cross contamination.

- Parents will be asked not to send food with their children that contain high allergenic elements even if their child does not have an allergy. For example, a sign in the foyer reminding families not to send food with high allergenic elements to the service even if their child doesn't have an allergy.
- If appropriate, a child with allergies may have to sit at a different table if food is being served that he/she is allergic to. This will always be done in a sensitive manner so that the child with the allergy does not feel excluded. If a child is very young, the family may be asked to provide their own high chair to further minimise the risk of cross infection.
- When the child diagnosed at risk of anaphylaxis is allergic to milk, non-allergic babies will be held when they drink formula/milk.
- Where possible, ensure all children with food allergies only eat food and snacks that have been prepared for them at home.
- Restrict the use of foods likely to cause allergy in craft and cooking play.
- Always follow correct health, hygiene and safe food policies and procedures.
- Food preparation personnel (staff and volunteers) should be instructed about 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.
- All children need to be closely supervised at meal and snack times and consume food in specified areas. To minimise risk children will not be permitted to 'wander around' the service with food.
- Meals prepared at the service should not contain ingredients such as milk, eggs or nuts.
- Risk minimisation plans provided by families will be consulted by the service when making food purchases and planning menus.
- The service will ensure that body lotions, shampoos and creams used on allergic children have been approved by their parent.
- Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, the service will have a "allergy-awareness policy" for that particular food, e.g. a "Allergy-Aware (Nut) Policy", which would exclude children or other people visiting the service from bringing any foods containing nuts or nut products such as :
  - peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
  - any other type of tree or ground nuts, peanut oil or other nut based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
  - any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods
  - foods with spices and seeds such as mustard, poppy, wheat and sesame seeds

- nut and peanut material is also often in cosmetics, massage oils, body lotions, shampoos and creams such as Arachis oil.
- Be aware that a child may have a number of food allergies or there may be a number of children with different food allergies, and it may not be possible to have an allergy free policy for all those foods involved. Nut allergy is the most likely to cause severe reaction and should take precedence.
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction, staff will:
  - Call an ambulance immediately by dialling 000
  - Commence first aid measures
  - Contact the parent/guardian
  - Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
- Educators should be educated to recognise how serious anaphylaxis is and undertake the steps that need to be taken in order to minimise the possibility of occurrence. The service will maintain the following in relation to educator qualifications for anaphylaxis:
  - The service will ensure that all educators have completed first aid and anaphylaxis management training .
  - The service will ensure that all educators in all services whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months.
  - The service will also ensure that all relief educators used by the service adhere to these qualification requirements.

## Supervised Self-Administration of Medication by Children over Preschool Age

<b>Incident, Injury, Trauma and Illness Record</b>		
Nominated Supervisor's Name:		<b>Date:</b>
Nominated Supervisor's Signature:		
Parent's Name(s):		<b>Date:</b>
Parent's Signature(s):		

The service does not permit a child of any age to self-administer medication.

### FORM DECLARATION

By signing this form, I declare that this Record has been completed as soon as practicably possible and no later than 24 hours after any incident, injury, trauma or illness has occurred while the child is being educated and cared for by the service.

Name of Person Completing Form \_\_\_\_\_

Signature of Person Completing Form \_\_\_\_\_

Time and Date Form Completed \_\_\_\_\_

**PLEASE TRACK ANY ADDITIONS OR CHANGES TO THE FORM BY WRITING THE TIME AND DATE NEXT TO ANY AREAS THAT ARE DIFFERENT FROM THE TIME AND DATE LISTED ABOVE. THE SIGNATURE OF THE NAME AND SIGNATURE OF PERSON MAKING THE CHANGES IS ALSO REQUIRED NEXT TO EACH CHANGE.**

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

Time and Date child subjected to Trauma or Incident Occurred or Injury Received

\_\_\_\_\_  
\_\_\_\_\_

Time and Date of Apparent Onset of Illness

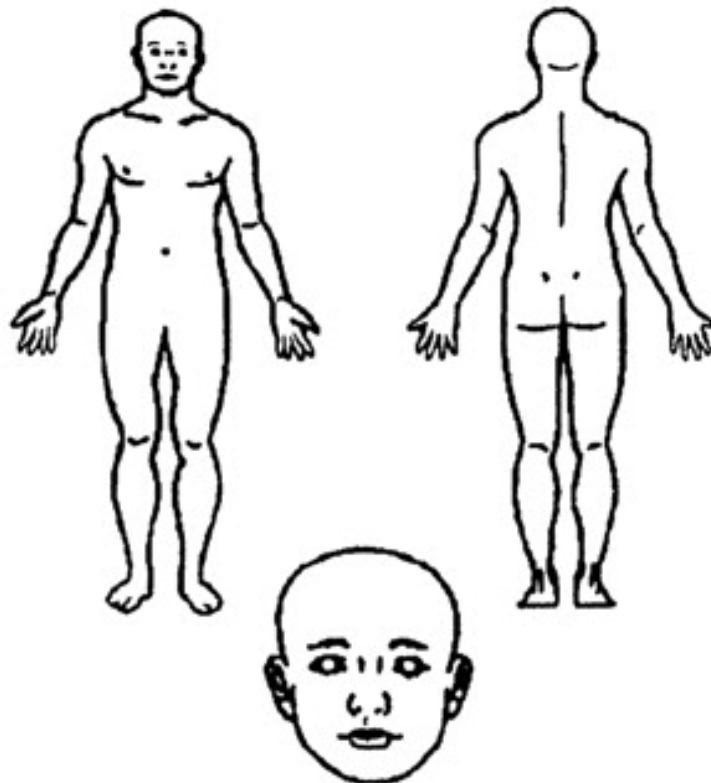
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Location and description of injury

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Circumstances leading to the Incident, Injury or Trauma and/or any equipment involved

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Details of any person who witnessed an Incident, Injury, Trauma or Illness

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Circumstances and symptoms surrounding any Illness which became apparent

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Additional details of any illness which became apparent while the child was at the service

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Details of Parent or Authorised Nominee (Emergency Contact Person) informed or attempts made to inform these individuals regarding any Incident, Injury, Trauma or Illness

Full Name of Parent or Authorised Nominee Contacted	Full Name of Person Who Made Contact	Time and Date	Successfully Contacted? Write 'Yes' or 'No'.

Details of any action taken by the service in relation to any accident, injury, trauma or illness :  
Include the names of any individuals taking action

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Details of any medication administered or first aid provided by the service  
Include the names of any individuals administering medication or providing first aid

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Time and Date that any Medical Personnel contacted

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Name(s) and contact number of any Medical Personnel or Service contacted

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Was the child transported by ambulance?

Yes

No

Details of any medication administered or first aid provided by any Medical Personnel or Service

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Did the illness/incident require notification of Health Department?

Yes

No

If Yes, Please provide details of notification:

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Did the illness/incident require notification of OECEC ?

Yes

No

Date/Time\_\_\_\_\_ By Whom \_\_\_\_\_

Person Contacted and Means of Notification

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Was a Reporting of Harm, Reporting of Serious Injury or Reporting of a Death Form Submitted?

Yes

No

(if yes please copy and attach)

Outcome Details

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(please attach any supporting documentation and correspondence from OECEC)

Does the illness/incident require the child to be excluded from care?

Yes

No

If Yes, please outline the recommended minimum exclusion period: \_\_\_\_\_

*Please note that children requiring an exclusion period will not be allowed to resume their place at the service until a medical certificate is produced stating the child is fit to return.*

Were all appropriate and relating policies and procedures followed when dealing with the illness/injury?

Yes

No

Name and details of policies and procedures followed

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### **For Parents**

Were you satisfied with our treatment of your child's Incident, Injury, Trauma and Illness?

Yes

No

Are you satisfied that all policies and procedures at the service have been appropriately followed?

Yes

No

Is there any additional information or support you need?

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If you feel our practices could be improved, please outline any suggestions below/any further comments

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Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

## Sources

Education and Care Services National Regulations 2011  
National Quality Standard

Early Years Learning Framework

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Policy Updated: 23 July 2013**

**Approved by:** \_\_\_\_\_  
**William F Kerwin**  
**Chief Executive Officer**  
**Croydon Shire Council**

**Approval Date: 31 July 2013**

**Date of Policy Review: July 2014**