

## Medical Conditions 2.13

This policy provides guidelines to support the medical needs of individual children. Mackinnon Parade Children's Centre (MPCC) ensures each child's individual medical needs are met throughout the duration of their enrolment and ensures each child has equal opportunity to access inclusive programs and activities. All educators effectively respond to and manage children's medical conditions.

### Purpose

Information relating to children's individual medical conditions is collected on enrolment and maintained during enrolment. Relevant and up to date records support MPCC's ability to effectively respond to and manage children's medical conditions.

### Procedure

#### Enrolment of a child

Upon enrolment, families are legally responsible to disclose all medical conditions and medical needs relating to their child and are responsible for updating the service on any new medical conditions, medication, ceasing of medication, or any changes to their child's prescription and/or ongoing individual needs. The required information is recorded on the *Enrolment Form, Risk Minimisation and Communication Plan* and any other relevant medical forms as required by the state health and education departments.

The service has a responsibility to manage children's individual medical conditions and therefore families must provide a current Health Care Plan and/or a Medication Authority Form which has been prepared by the child's Registered Medical Practitioner and approved by the parents/guardians when a child has a relevant diagnosed medical condition. These forms require detailed information regarding the steps required to address and minimise the risk to the child in relation to medical conditions as well as the required Medication (if applicable) to assist in the occurrence of an incident related to the Medical Condition.

The Health care plans available include, but are not limited to the following conditions;

- Asthma
- Diabetes
- Allergies
- Anaphylaxis, or diagnosed "at risk" of anaphylaxis
- Cystic Fibrosis
- Any other specific medical condition(s) disclosed by a child's parents or registered medical practitioner at time of enrolment or at any point during the child's education and care at the service.

#### Risk Minimisation and communication Plan

Where identified upon enrolment or at any other time during the child's enrolment, children with medical conditions that require an action plan and medication, will also have the Risk Minimisation and Communication Plan completed in consultation with the family, team leader and chef (if applicable). These plans will be kept in the room that the child attends and will be kept up to date with ongoing communication logs. This plan ensures that the risks relating to the child's specific health care need, allergy or relevant medical condition are identified, assessed and minimised.

The Plan will log a checklist of communication between the family, educators, chef, visitors and students and all other persons relating to the direct care of the child (as appropriate). An ongoing communication log will be maintained by the family to ensure medication, action plans and required information is kept up to date.

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### Responsibility of the family

- Families must provide adequate information about their child's medical conditions and/or needs on the *Enrolment Form* or additional documents.
- Families will be required to work in consultation with MPCC Management when implementing the Risk Minimisation and Communication Plan and provide the required information and documentation.
- Families must notify Educators and the Nominated Supervisor of any changes to the child's medical condition, plan and/ or medication on a need's basis which will then be logged onto the Risk Minimisation and Communication Plan.
- Families will ensure a medical health care plan and medication is supplied and within the expiry date.
- Families must communicate with and fill in the required *Medication Record Form* if the child requires ongoing medication on any given day that they attend. Refer to *Administration of Medication Policy*.
- Families must supply the required medication (if required) which must display the original pharmacy label, child's name, date of birth and expiry date. Refer to *Administration of Medication Policy*

### Responsibility of MPCC Management

- Present new enrolling families with the Medical Conditions policy and the required documents to detail information in relation to Medical Conditions.
- Meet with the family to discuss the child's medical condition and review documentation.
- Provide and explain the Risk Minimisation and Communication plan and document the required information in consultation with the family.
- The original copy of all forms will be kept on file at the service and copies used for display purposes.
- Collect and maintain relevant documentation for individual children and ensure these are displayed in the appropriate locations throughout the service.
- Inform Educators of children's medical conditions and requirements before the child's first attendance and update Educators on any changes.
- Ensure relevant documentation is displayed as required and information is readily accessible to families.
- Continuously maintain up to date Risk Minimisation and Communication Plans in consultation with Educators, the chef, families, and all other persons related to the direct care of the child.

### Medical Condition Documentation

The required Health Care Plan, Action Plan (anaphylaxis and asthma), Allergy Plan and all other plans must meet the requirements of the Department for Education, these will be completed by a Registered Medical Practitioner, and be signed by the enrolling family member. These forms are available on from the Department of Health website, ASCIA (Australian Society of clinical immunology and allergy) or available upon request from MPCC Management.

*Direct access to these plans can be found here;*

Department of Education: <https://www.education.sa.gov.au/schools-and-educators/health-safety-and-wellbeing/specific-conditions-and-needs/anaphylaxis-and-severe-allergies-health-support-children-and-young-people>

ASCIA: <https://www.allergy.org.au/hp/ascia-plans-action-and-treatment>

### Identifying Children with Medical Conditions

- Any information relating to children's medical conditions and specific health needs will be shared by

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MPCC Management with educators and any other staff members at the Service as appropriate to ensure the child's safety.

- A child's *Health Care Plan* and details of the location of the child's medication will be shared with all educators and employees and will be displayed in the relevant room (together with the child's photo) and may also be displayed in the staff room.
- The Risk Minimisation and Communication Plan will be kept in the relevant rooms (that the child attends at the time) Children's Health and Safety folder.
- All educators at the service must follow a child's *Health Care Plan* in the event of an incident related to a child's specific medical condition.
- All educators at the service must be able to locate a child's medication easily from the nominated Medication Storage Cupboard (clearly labelled).
- All Educators must document communication from families on the Risk Minimisation and Communication Plan log and report any changes to MPCC Management.

Medication cannot be administered in an education and care service without a medication agreement that has been completed by a treating health professional or pharmacist (for over the counter medication) and authorised by the parent or legal guardian, except for an asthma puffer or EpiPen® when this is used as an emergency response medicine. In those circumstance an *Asthma Care Plan* and *Anaphylaxis Care Plan* will perform as the agreement.

*In the event of a medical emergency related to asthma and anaphylaxis the following applies:*

### **Anaphylaxis**

Anaphylaxis is a severe allergic reaction to a substance and may occur when no documented history exists. Anaphylaxis can be caused by insect bites such as bees or wasps or can be caused by a food allergy. Foods that are most commonly associated with, but not limited to anaphylaxis include peanuts, seafood, and other nuts. To minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis, the service implements a NUT FREE CENTRE policy.

### Educators Responsibility

- Educators are readily equipped as first aiders to observe signs and symptoms that may present as Anaphylaxis.
- All Educators will be aware of Action Plans and the medication required for these.
- Educators will immediately call 000 if symptoms arise.
- Educators will use an EpiPen on a child in the case of an emergency and in accordance with their Action Plan.
- CPR will be initiated should the child stop breathing.
- Families will be informed via emergency contact (phone call), and the incident will be documented on a Notification Form.
- Educators will ensure policies and procedures are implemented to prevent the risk of an anaphylactic reaction from occurring.
- Implement the Risk Minimisation and Communication Plan to minimise the risk of exposure.

*In the situation where a child who has not been diagnosed "at risk of anaphylaxis", but who appears to be having an anaphylactic reaction, Educators will:*

- Call an ambulance immediately by dialling 000 – Educator A
- Commence first aid – Educator B
- Notify the Certified Supervisor- Educator A

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- Use an EpiPen located at the service under the instructions of a Medical Professional \*strictly only under the careful instruction of the Emergency Service's personnel (*this may be either verbally while on the phone when the ambulance is travelling to the service or when the ambulance arrives*). - Educator B
- Contact one of the child's nominated 'Emergency Contacts'. – Certified Supervisor
- Document the incident on the Notification Form. – Educator A, B and Certified Supervisor

### Asthma

Asthma is a medical condition that affects the airways. From time to time people with asthma find it hard to breathe because the airways in their lungs become narrower. Their airways can become tightened, thickened, or filled with mucus which reduces the ability to breathe.

#### Educators Responsibility

In the event of a child presenting with asthma symptoms or experiencing an asthma attack, Educators will;

- Carefully follow the child's individual *Asthma Care Plan*, administering the asthma medication as required.
- Call the ambulance service immediately on 000 if the child does not respond to the Asthma medication and/or the Educator or Certified Supervisors deems it necessary.
- Notify a family member. A family member may be requested to collect the children from the service and / or be referred to a medical professional.
- Complete a *Notification Form* once the situation had been resolved.
- In the event a child presents with asthma-like symptoms and has no history of Asthma an Ambulance will be called immediately.
- Implement the Risk Minimisation and Communication Plan to minimise the risk of exposure.

### Training

The service will ensure that all educators have completed the following training at least every 3 years from the date their qualification was issued. As per the guidelines and approval course codes listed by Australian Children's Education and Care Quality Authority (ACECQA):

- first aid
- asthma management training
- anaphylaxis management training
- Cardio- pulmonary resuscitation (CPR) is renewed every 12 months.

### Special Diet Form

Where a child has an identified intolerance, the family must communicate this effectively to MPCC Management upon Enrolment on the *Enrolment form* and work in consultation with Mackinnon Management to implement the *Risk Minimisation and Communication Plan*. Families are required to maintain active communication and provide updated information on the child's intolerance as required.

Where a child's family identifies that the child has a specific dietary requirement, which may relate to a family's beliefs, preferences or culture, the family must communicate this effectively to MPCC Management upon Enrolment on the *Enrolment form* and will be provided with the *Special Diet Form* to be completed. Families are required to maintain active communication and provide updated information on the child's dietary requirements as required.

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### Additional information

- The service does not permit a child of any age to self-administer medication.
- The service will review each child's medication and Risk Minimisation and Communication Plan, annually, to ensure the relevant information is up to date.
- A copy of the *Medical Conditions Policy* must be provided to all Educators and volunteers at the service, prior to their commencement within the centre.
- This policy will also be available 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.

### Attachments

- Risk Minimisation and Communication Plan
- Medication Authority
- Medication Record
- Health Care Plan
- Asthma Action Plan
- Anaphylaxis Action Plan
- Special Diet Form
- Administration of Medication policy and related documentation
- Notification Form

### References

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>

ACEQCA Quality Area 2

National Law and Regulations

SA Health

### National Quality Standards (NQS)

<b>Standard 2.1</b>	<b>Each child's health and physical activity is supported and promoted.</b>	
Element 2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
Element 2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
<b>Standard 2.2</b>	<b>Each child is protected.</b>	
Element 2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

### Education and Care Services National Regulations

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Regulation 90	Medical conditions policy	2.1.2
Regulation 91	Medical conditions policy to be provided to parents	2.1.2
Regulation 92	Medication record	2.1.2
Regulation 93	Administration of medication	2.1.2
Regulation 94	Exception to authorisation requirement—anaphylaxis or asthma emergency	2.1.2
Regulation 95	Procedure for administration of medication	2.1.2
Regulation 96	Self-administration of medication	2.1.2

*Version 7 – updated March 2021, May 2020, October 2019, May 2018, May 2017, March 2016 & 2015. This policy will be reviewed as required or annually.*

### Authorisation

**MPCC Board 2021- Approved 29/03/2021**