

	<b>Dealing with Medical Conditions Policy</b>
<b>Version No.</b>	Version 3.0 November 2021 (approved)
<b>Authorisation</b>	General Manager Community Services
<b>Expiry Date</b>	Policy to be reviewed by December 2024
<b>Responsible Officer</b>	Manager Families and Children
<b>Policy Owner</b>	Early Childhood Coordinator

## 1. Purpose

This policy outlines Melton City Council commitment to:

- providing clear procedures to support the health, wellbeing and inclusion of all children enrolled at the service
- service practices that support the enrolment of children and families with specific health care requirements.

1.1. This policy has been adapted from *PolicyWorks* Manual - National Quality Framework released by the Early Learning Association Australia.

## 2. Scope

This policy applies to services responsible for the direct education and care of children at Melton City Council programs including offsite excursions and activities. This policy applies to the Approved Provider, Nominated Supervisor, Person in day to day charge / Responsible Person's, educators, staff, students on placement, volunteers, parents/guardians, children and others attending Melton City Council programs and activities.

This policy should be read in conjunction with:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*
- *Epilepsy Policy*
- *Administration of Medication Policy.*

## 3. Background

### 3.1. Approved services

An approved service must have policy and procedures for managing Medical Conditions that includes the practices to be followed:

- in the management of Medical Conditions
- when parents are required to provide a Medical Management Plan if an enrolled child has a specific health care need, allergy or relevant Medical Condition
- when developing a Risk Minimisation Plan in consultation with the child's parents/guardians
- when developing a Communication Plan for staff/educators and parents/guardians.

Staff, educators and volunteers must be informed about the practices to be followed if a child enrolled at the service has a specific health care need, allergy or other relevant Medical Condition, parents/guardians must be provided with access to the *Dealing with Medical Conditions Policy* and other relevant policies.

### 3.2. Medication and Medical Procedures

Can only be administered to a child **referring to the *Administration of Medication Policy and procedure*** for more information.

### 3.3. Additional information

Staff/educators may need additional information from a medical practitioner where the child requires:

- multiple medications simultaneously
- a specific medical procedure to be followed.

If a child with a chronic illness or Medical Condition that requires invasive clinical procedures or support is enrolled by the service, it is vital that prior arrangements are negotiated with the parent/guardian, or appropriate health care workers to prepare for the event that the child will require a procedure while in attendance at the service. Parents/guardians and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at the service.

### 3.4. Self-administration by a child over preschool age

The Vacation Care and Family Day Care services provide education and care to children over preschool age (as defined in the *Education and Care Services National Regulations 2011*) and may allow these children to self-administer medication.

Refer to the *Administration of Medication Policy and procedure* for more information.

## 4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
<b>AV How to Call Card</b>	A card that the service has completed containing all the information that Ambulance Victoria will request when phoned on 000. Once completed, this card should be kept within easy access of all service telephone/s.
<b>Communication Plan</b>	A plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff/educators in relation to the policy. The Communication Plan also describes how parents/guardians and staff/educators will be informed about Risk Minimisation Plans and emergency procedures to be followed when a child diagnosed with a medical condition is enrolled at a service.
<b>Hygiene</b>	The principle of maintaining health and the practices put in place to achieve this.
<b>Medical Condition</b>	In accordance with the <i>Education and Care Services National Regulations 2011</i> , the term Medical Condition includes Asthma, Diabetes, or a diagnosis that a child is at risk of Anaphylaxis, and the management of such conditions.
<b>Medical Management Plan</b>	A document that has been prepared and signed by a medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific Medical Condition, and includes the child's name and a photograph of the child.  An example of an Action Plan can be found on the Australasian Society of Clinical Immunology and Allergy (ASCI) website (refer to <i>Sources</i> ).

Word/Term	Definition
<b>Risk Minimisation</b>	The implementation of a range of strategies to reduce the risk of an adverse effect from the mismanagement of a specific Medical Condition at the service.
<b>Risk Minimisation Plan</b>	A service-specific plan that details each child's Medical Condition, identifies the risks of the Medical Condition and practical strategies to minimise those risks. The plan should include who is responsible for implementing the strategies. The Risk Minimisation Plan should be developed by families of children with specific Medical Conditions that require Medical Management Plans, in consultation with staff/educator at the service upon enrolment or diagnosis of the condition.

## 5. Policy

Melton City Council is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective Hygiene practices.

This will be achieved through:

- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011* to ensure that those involved in the programs and activities of Melton City Council children's services are protected from harm
- informing educators, staff, volunteers, children and families on the importance of adhering to the *Dealing with Medical Conditions Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service
- ensuring that educators have the skills and expertise necessary to support the inclusion of children with additional health needs.

## 6. Responsibility/Accountability

6.1. The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Leadership Group and their service staff:

- All staff/educator and volunteers are provided with access to this policy and have a clear understanding of the procedures and practices outlined within
- developing and implementing a Communication Plan and encouraging ongoing communication between parents/guardians and staff/educator regarding the current status of the child's specific health care need, allergy or other relevant Medical Condition, this policy and its implementation
- Relevant staff/educator receive regular training in managing specific health care needs in Asthma management, Anaphylaxis management and any other health care needs as required
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- Families and staff/educators understand and acknowledge each other's responsibilities under these guidelines
- Families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and if required a Medical Management Plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service

- A Risk Minimisation Plan is developed for each child with specific Medical Conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- Parents/guardians who are enrolling a child with specific health care needs are provided with access to the *Dealing with Medical Conditions Policy* and other relevant service policies.

6.2. The Nominated Supervisor/Person in day to day charge / Responsible Person's is responsible for:

- implementing this policy at the service and ensuring that all staff/educator follow the policy and procedures set out within
- informing the Approved Provider of any issues that impact on the implementation of this policy
- ensuring that the AV How to Call Card (see *Definitions*) is displayed near all telephones
- identifying specific training needs of staff/educators who work with children diagnosed with a Medical Condition, and ensuring, in consultation with the Approved Provider, that staff/educators access appropriate training
- ensuring staff involved in food preparation, food service, casual and relief staff are fully informed, upon induction and then ongoing, of children and staff/educators 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 the software systems are up to date with details to enable the efficient and effective management for dealing with medical conditions, including copies of plans and other documentation to support this
- Prior to displaying the Medical Management Plan, ensure staff/educators explain to parents/guardians the need to display the plan for the purpose of the child's safety
- ensuring a copy of the child's Medical Management Plan is easily accessible, ensuring privacy is visible and the location is known to staff/educators in the service.
- ensuring staff/educators follow each child's Risk Minimisation, Communication and Medical Management Plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan
- providing information to the families about resources and support for managing specific Medical Conditions while respecting the rights and privacy of children and families enrolled at the service
- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between staff/educator 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.

6.3. Educators and staff are responsible for:

- Endeavour to ensure that children do not swap or share food, food utensils or food containers
- communicating any relevant information provided by parents/guardians regarding their child's Medical Condition to the Nominated Supervisor/Person in day to day charge / Responsible Person's to ensure all information held by the service is current

- being aware of individual requirements of children with specific Medical Conditions and following their plans such as Risk Minimisation, Communication, Action Plans and Medical Management Plans
- monitoring signs and symptoms of specific Medical Conditions
- adequately supervising all children, including those with specific Medical Conditions
- informing and communicating any concerns to the Nominated Supervisor/Person in day to day charge / Responsible Persons of any issues that impact on the implementation of this policy.

6.4. Parents/Guardians are responsible for:

- informing in writing to the service of their child's Medical Conditions, if any, and informing the service of any specific requirements and documentation that their child may have in relation to their Medical Condition during the enrolment process and before the commencement of care
- developing a Communication and Risk Minimisation Plan with the Nominated Supervisor/Person in day to day charge / Responsible Person's and/or other relevant staff/educator at the service
- providing a Medical Management Plan signed by a medical practitioner, either on enrolment and before the commencement of care 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/educators in the event of an incident relating to the child's specific health care needs
- prior to the child commencing care, providing guidance to staff, if identified in the Risk Minimisation Plan, to ensure the safety and well-being of all attending the program
- notifying the Nominated Supervisor/Person in day to day charge / Responsible Person's and/or other relevant staff/educators of any changes to the status of their child's Medical Condition and providing a new Medical Management Plan and other documentation as required in accordance with these changes
- informing in writing to the Nominated Supervisor/Person in day to day charge / Responsible Person's and/or other relevant staff/educators of any issues and communicating any concerns that impact on the implementation of this policy by the service.

6.5. Volunteers and students, while at the service, are responsible for following this policy and its procedures.

## 7. References, Sources, Links to Legislation and Other Documents

7.1. Please refer to Reference and Sources page located on the Melton City Council Website.

<http://www.melton.vic.gov.au/Services/People/Children/Childrens-Services-policies-and-procedures/Sources-and-References>

7.2. Related service policies:

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*

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- *MCC Child Safe Policy, Procedure and Code of Conduct*
- *Dealing with Infectious Diseases Policy*
- *Diabetes Policy*
- *Epilepsy Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy.*
- *Inclusion and Equity Policy*