Dealing with Medical Conditions Policy – Children's Services

Date adopted	25 September 2025
Adopted by	Executive Leadership Team (ELT)
Review due	September 2028
Responsible officer	Manager Child, Families and Youth
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1. Purpose

Melton City Council is committed to:

- providing clear procedures to support the safety, 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
- information being provided to staff and volunteers about managing individual children' medical conditions
- requirements for medical management plans are provided by families for the child
- risk-minimisation and communication plan are developed in conjunction with Melton City Council and families
- recognising the importance of providing a safe environment for children with specific medical and health care requirements
- fulfilling the service's duty of care requirement under the Occupational Health and Safety Act 2004, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 to ensure that those involved in the programs and activities are protected from harm
- informing educators, staff, volunteers, children and families of 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 specific health care needs, allergy or relevant conditions

This policy has been adapted from PolicyWorks Catalogue by the Early Learning Association Australia

2. Application And 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.

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This policy should be read in conjunction with but not limited to the following policies:
- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Diabetes
- Epilepsy and Seizures

3. Background

An approved service must have a policy 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 families
- when developing a communication plan for staff members and families.

Staff members 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, families must be provided with a copy of this and other relevant policies.

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))
- with two adults in attendance, one of whom must be an educator[1]. One adult will be responsible for the administration and the other adult will witness the procedure
- if the medication is in its original container bearing the child's name, dose, and frequency of administration.

Refer to the Administration of Medication Policy for more information.
- Staff 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 accepted by the service, it is vital that prior arrangements are negotiated with the parent/guardian, authorised nominees or appropriate health care workers to prepare for the event that the child will require a procedure while in attendance at the service. Families 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.

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) may allow a child over preschool age to self-administer medication. The approved

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[1] Note: under Regulation 95(c), this is not a requirement in an education and care service that is permitted to have only one educator to educate and care for children

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provider must consider their duty of care when determining under what circumstances such permission would be granted:

- Where a child over preschool age can self-administer medication/medical procedures, written authorisation must be provided by the child's parent/guardian.
- Parents/guardians will provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner(s).
- The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications
- Authorisation for the child to self-administer medication is recorded in the medication record for the child under Regulation 92 and
- The medical conditions policy (this policy) includes practices for self-administration of medication (Regulations 96).

4. Definitions

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

Term	Definition
AV How to Call Card	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.
Communication Plan	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.
Hygiene	The principle of maintaining health and the practices put in place to achieve this.
Medical Condition	In accordance with the *Education and Care Services National Regulations* 2011, the term Medical Condition includes Asthma, Diabetes, or a diagnosis that a child is at risk of Anaphylaxis, and the management of such conditions.
Medical Management Plan	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 (ASCIA) website (refer to *Sources*).

Term	Definition
Risk Minimisation	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.
Risk Minimisation Plan	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. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Relevant legislations and standards include but are not limited to	• Education and Care Services National Regulations 2011: Regulations 90, 91, 96 • Health Records Act 2001 (Vic) • National Quality Standard, Quality Area 2: Children's Health and Safety • National Quality Standard, Quality Area 7: Governance and Leadership • Occupational Health and Safety Act 2004 (Vic) • Public Health and Wellbeing Act 2008 (Vic) • Public Health and Wellbeing Regulations 2009 (Vic)
Sources	• Staying Healthy: Preventing infectious diseases in early childhood education and care services (6th edition, 2024): Staying healthy guidelines | NHMRC • Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2020: www.acecqa.gov.au • Triple Zero: Triple zero process | triplezero.vic.gov.au • Dealing with medical conditions in children policy and procedure guidelines - www.acecqa.gov.au

Name	Location
Related Policies	- Administration of First Aid - Administration of Medication - Anaphylaxis and Allergic Reactions - Asthma Management Policy - Dealing with Infectious Diseases - Diabetes - Epilepsy and Seizures - Incident, Injury, Trauma and Illness - Privacy and Confidentiality - Supervision of Children

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