

Dealing with Medical Condition Procedure – Children’s Services

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Adopted by	Manager Child, Families and Youth
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 exist 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’s 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 condition

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

2. Application And Scope

This procedure applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Melton City Council, including during offsite excursions and activities.

This policy should be read in conjunction with but not limited to the following policies:

- Anaphylaxis and Allergic Reactions
- Asthma Management
- Diabetes
- Epilepsy and Seizures

3. Responsibilities

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that families who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies <i>(Regulation 91, 168)</i>	R	✓			
Ensuring families provide information on their child's health, medications, allergies, their registered medical practitioner's name, address and phone number, emergency contact names and phone numbers <i>(Regulations 162)</i> ,	R	✓		✓	
Ensuring families provide a medical management plan (if possible, in consultation with their registered medical practitioner), following enrolment and prior to the child commencing at the service <i>(Regulation 90)</i>	R	✓		✓	
Ensuring that a risk minimisation plan is developed in consultation with families to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised, and that the plan is reviewed at least annually <i>(Regulation 90 (iii))</i>	R	✓	✓	✓	
Ensuring a new risk assessment is completed and implemented when circumstances change for the child's specific medical condition	R	✓	✓	✓	
Developing and implementing a communication plan and encouraging ongoing communication between families and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation <i>(Regulation 90 (c) (iii))</i>	R	✓			
Ensuring a copy of the child's medical management plan is visible and known to staff in the service. <i>(Regulations 90 (iii)(D))</i> . Prior to displaying the medical management plan,	R	✓			

the nominated supervisor must explain to families the need to display the plan for the purpose of the child's safety and obtain their consent					
Informing the approved provider of any issues that impact on the implementation of this policy		√	√	√	√
Ensuring all staff are informed where medication is stored and/or any specific dietary restrictions relating to the child's health care need or medical condition.	R	√	√		√
Ensuring staff are trained in the administration of emergency medication	R	√			
Ensuring families and ECT/educators/staff understand and acknowledge each other's responsibilities under these guidelines	√	√			
Ensuring ECT/educators/staff undertake regular training in managing the specific health care needs of children at the service including asthma, anaphylaxis, diabetes, epilepsy and other medical conditions. This includes training in the management of specific procedures that are required to be carried out for the child's wellbeing and specific medical conditions	R	√	√		√
Ensuring that at least one ECT/educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (<i>Regulation 136(1) (a)</i>). This can be the same person who has anaphylaxis management training and emergency asthma management training	R	√	√		
Ensuring all ECT/educators and staff are aware of and follow the risk minimisation procedures for the children, including emergency procedures for using EpiPens.	R	√	√		√
Ensuring that if a child is diagnosed as being at risk of anaphylaxis, ensure that a notice is displayed in a position visible from the main entrance to inform families and visitors to the service	R	√	√		
Displaying, with consideration for the children's privacy and confidentiality, their medical management plan and ensure that all educators and staff are aware of and follow the risk minimisation plans for each child	R	√			
Ensuring each child's health is monitored closely and being aware of any symptoms and signs of ill health, with families contacted as changes occur		√	√		√
Administering medications as required, in accordance with the procedures outlined in the <i>Administration of Medication Policy (Regulation 93)</i>	R	R	√		
Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan	R	√	√		
Maintaining ongoing communication between ECT/educators/staff and families in accordance with the	R	√	√		

strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.					
Following appropriate reporting procedures set out in the <i>Incident, Injury, Trauma and Illness Policy</i> in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma	R	✓	✓		✓
Ensuring that the Ambulance Victoria How to Call Card is displayed near all telephones	✓	✓			
Ensuring children do not swap or share food, drink, food utensils or food containers	✓	✓	✓		✓
Ensuring food preparation, food service and relief staff are informed of children and staff 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 (<i>Regulation 90 (iii)(B)</i>)	R	✓	✓		✓
Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service	✓	✓			

4. Procedure

4.1. Risk Minimisation Plan

When developing a risk minimisation plan ensure:

- that risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimized.
- if relevant, policies and procedures in relation to safe handling, preparation, consumption, and service of food, are developed and implemented.
- if relevant, policies and procedures to ensure parents are notified of any known allergens posing a risk to a child, and strategies for minimising risks, are developed and implemented.
- policies and procedures ensuring all educators/staff members and volunteers can identify the child, the child's medical management plan, and the locations of the child's medication, are developed and implemented.
- if relevant, policies and procedures to ensure the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition, are developed and implemented.

4.2. Communication Plan

When developing a communication plan ensure:

- Educators/staff members and volunteers are informed about the Dealing with Medical Conditions policy, and the medical management plans, and risk minimisation plans for the child.
- Educators/staff members must sign the Risk Minimisation and Communication

- Plan to indicate they understand the triggers, allergens and risk involved.
- the child's families can communicate any changes to the medical management plan, and risk minimisation plan for the child, and set out how that communication can occur.
- to advise families when a medical management plan has been implemented in response to a child's medical condition.
- the medication and incident, injury, illness and trauma records are completed as soon as practicable after a medical management plan has been implemented and medication was administered.
- that the nominated supervisor is notified when a medical action plan has been implemented.
- families provide permission for their child's medical management plan (with photo), allergens, food restrictions, condition triggers, and any other relevant information, to be displayed in the service. Dated handwritten permission should be recorded on the back of the child's plan, and the relevant sections in the Acknowledgments and Consents Form as part the Confidentiality and Privacy Policy.
- all relevant children's medical management plans (with photo), allergens, food restrictions, condition triggers, and any other relevant information, are displayed and visible to all educators/staff and volunteers at the service.
- relief ECT/educators and staff are informed of the children who have current medical management plans and shown the location of these plans and medication that has been prescribed for use.

4.3. Medications

Ensure that all medications prescribed for children with medical management plans are:

- stored in a location that is known and easily accessible to all staff.
- a copy of the medical management plan is with the medication.
- not locked away.
- inaccessible to children.
- away from a direct source of heat.

Ensure all educators have knowledge of the regular medications and method of administration of these for all children with medical management plans. These may include, but is not limited to asthma puffers, spacers, and adrenaline auto injection devices such as EpiPen®

4.4. General

Educators, regardless of whether they have a child diagnosed at risk of anaphylaxis, are to complete training in the administration of the auto injection device, asthma and CPR every 12 months, and record this in the staff records.

Display a list of children with medical conditions, including known triggers or allergens, doctor's contact details, and emergency contact details. This list also needs to be included in the Evacuation kits.

Maximise, in consultation with the parents, the health and safety of their child through supervised management of the child's medical condition.

Promptly communicate to families any concerns, should it be considered that a child's medical condition is impacting on his/her ability to participate fully in all activities.

Implement the Protection from Allergen procedures to support children's health and safety

5. Definitions

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 <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.
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
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.
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.

Term	Definition
Infectious Disease	An infectious disease designated by the Communicable Disease Section, Department of Health Victoria (DH) as well as those listed in Schedule 7 of the <i>Public Health and Wellbeing Regulations 2019</i> , the Minimum Period of Exclusion from Primary Schools, Education and Care Service Premises and Children's Centres for Infectious Diseases Cases and Contacts.
Infestation	The lodgement, development and reproduction of Arthropods (such as Head Lice), either on the surface of the body of humans or animals, or in clothing.
Medication	Any substance, as defined in the <i>Therapeutic Goods Act 1989</i> (Cth) that is administered for the treatment of an illness or medical condition.
Minimum Exclusion Period	The minimum period for excluding any person from attending a children's service to prevent the spread of infectious diseases as specified in Schedule 7: Minimum Period of Exclusion from Primary Schools and Children's Services for Infectious Diseases Cases and Contacts of the <i>Public Health and Wellbeing Regulations 2019</i> . An infringement penalty for failure to exclude a child with, or exposed to, a specified infectious disease applies (applicable to a person in charge). The exclusion period table, published by the DH, can be accessed at https://www.health.vic.gov.au/publications/minimum-period-of-exclusion-from-primary-schools-and-childrens-services-for-infectious
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.

6. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020

Name	Location
Relevant legislations and standards include but are not limited to	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010: Section 173 • 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	<ul style="list-style-type: none"> • 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
Related Policies	<ul style="list-style-type: none"> • Administration of First Aid • Administration of Medication • Anaphylaxis and Allergic Reaction • Asthma Management • Dealing with Infectious Diseases • Diabetes • Epilepsy and Seizures • Incident, Injury, Trauma and Illness • Privacy and Confidentiality • Supervision of Children

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