

Medical Conditions Policy

Southern Montessori Early Learning Centre

Version	Last Amendment	Approved By	Date	Maintained By	Next Review
3	Feb 2017	Board of Governors	Aug 2020	Governance	Aug 2023

Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy 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
	136	First aid qualifications
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	7.1.2	The induction of educators, co-ordinators and staff members is comprehensive

Medical Conditions Policy	Version 3
Maintained By: Governance	Page 1

Background

Families that utilise the Southern Montessori Education Centre place a high level of trust and responsibility on educators in the belief that, in their absence, their children will be kept safe and secure and their well-being protected. Medical conditions such as anaphylaxis, asthma and diabetes can result in severe, life-threatening consequences. The Centre recognises the importance of staff training that includes preventative measures to minimise risks, recognition of the signs and symptoms and emergency treatment, including administration of appropriate medication. The management of medical conditions should include the child, the parents, the educators and medical professionals. With effective management children with known medical conditions are able to participate equally in all aspects of the program.

Policy Statement

The Centre strives to ensure at all times the safety and wellbeing of children with identified health care needs. In order to do so, educators must know the precise response expected of them for each individual child as detailed by the child's doctor. This policy sets out the requirements for the management of medical conditions diagnosed by a registered medical practitioner including asthma, anaphylaxis and diabetes.

Strategies and Practices

- At enrolment, parents are required to complete an enrolment form for their child. The form includes provision for parents to detail any medical conditions or specific health care need their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy). The Nominated Supervisor purposefully directs parents' attention to this section of the enrolment form, and stresses the need for accurate and complete information for the Centre to effectively meet the child's medical needs. Refer to the Centre's Enrolment Policy and Orientation Policy.
- Parents are asked to provide the Centre with any Medical Management Plans from the child's doctor. The Plan should include details of the actions to take in the event of an attack (including administering medication), written permission for the Centre to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- The Centre uses the Medical Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation and Communication Plan for their child. The Medical Conditions Risk Minimisation and Communication Plan identifies the possible risks to the child's specific condition or health care need while at the Centre (e.g. exposure to known allergens) so that those risks can be minimised. Further, it ensures communication processes are in place so that, at all times, Centre educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Centre is guided by information from recognised authorities such as Anaphylaxis Australia, Asthma Australia, and the Australian Society for Clinical Immunology and Allergy when developing the Medical Conditions Risk Minimisation and Communication Plan.
- The Centre requires parents to provide any updates to their child's Medical Management Plan (e.g. at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued), and at other times when the Nominated Supervisor requests updates as agreed in the Medical Conditions Risk Minimisation and Communication Plan.
- A copy of the Medical Management Plan and the Medical Conditions Risk Minimisation and Communication Plan is filed with the child's Emergency contact Information and enrolment form. A copy of the Medical Management Plan is also kept where the child's medication is stored.
- With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Centre, including food preparation and eating areas. With the child's right to privacy in mind, the plans are not accessible to visitors or other families. A copy of the Medical Management Plan is taken on any excursion the child attends.
- All parents are handed a copy of this Policy when they enrol their child. In addition, if the parents have advised that their child has a specific health care need, the Nominated Supervisor discusses the Policy in detail with them, and gives them the opportunity to ask any questions necessary to ensure they understand the Policy.
- All staff, educators, trainees and volunteers commencing at the Centre are given a copy of this Policy, the Policy is discussed in detail, and they are given the opportunity to clarify their understanding of the Policy.

Medical Conditions Policy	Version 3
Maintained By: Governance	Page 2

- All medical details held by the Centre are kept confidential. Refer to the Centre’s Privacy and Confidentiality Policy.
- The Centre takes every precaution to ensure that no child who has been prescribed medication in relation to a specific health care need, allergy or relevant medical condition attends the Centre without that medication.
- The Nominated Supervisor communicates the specific health needs of each child to all staff/ educators including the whereabouts of copies of the Medical Management Plan and any medication for the child. They are given the opportunity to ask questions to clarify that they fully understand the child’s medical needs and their responsibilities attending to those needs. The Nominated Supervisor ensures that any updates are promptly conveyed to all staff/educators.
- The Nominated Supervisor provides all students and volunteers with an orientation before they commence at the Centre. The orientation includes information about specific health care needs, where Medical Management Plans are displayed and where the children’s medication is kept. The Nominated Supervisor stresses the importance of alerting Centre educators immediately of any concern regarding the health and wellbeing of any child.
- The Australasian Society of Clinical Immunology and Allergy has made available an information poster Anaphylaxis Action Plan (General) – ASCIA. Copies of this poster are displayed in strategic positions throughout the Centre including the indoor and outdoor play spaces.
- The Asthma Foundation has made available an information poster Asthma First Aid. Copies of this poster are displayed in strategic positions throughout the Centre.
- The contact numbers of emergency services are displayed beside all telephone outlets in the Centre.
- All EpiPens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the Centre’s Administration of Medication Policy.
- Expiry dates of all medications held at the Centre are checked every term and parents informed of impending expiry dates.
- First Aid kits are located where educators can readily access them in an emergency. Refer to the Centre’s Incident, Injury, Trauma and Illness Policy.
- The Centre ensures its practices in handling and preparing food and beverages consumed by children at the Centre prioritise the medical needs of children with known allergies. Educators take all reasonable steps to ensure the mandate is upheld if any allergens need to be excluded from the centre. Refer to the Centre’s Healthy Eating and Food Handling Policy.
- At enrolment, parents inform educators if their child has any known allergies to sun protection cream, band aids, antiseptic creams and soap products. Parents acknowledge this in writing. Parents provide their own alternatives as they wish. Parents also supply any creams used for rashes.
- The Centre accesses information and resources on medical conditions and their management from recognised authorities, and provides this information to parents, educators, students and volunteers.
- Health and safety are regular items on staff meeting agendas. The topics of common allergies and medical conditions experienced by young children and how to identify and respond to them are regularly discussed during these meetings.
- The Centre reviews its health and safety practices regularly as part of its Quality Improvement Plan.
- The Centre maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training. The required number of educators, with these qualifications, meet regulatory requirements at all times, including when on excursions.
- Educators intentionally teach young children about health and safety. This includes making children aware that they and/or their friends may need to take special care about some matters (e.g. the type of food they eat, the brand of sunscreen they use).
- In the event of an incident relating to a child under a Medical Management Plan, that Plan must be followed explicitly. An Incident, Injury, Trauma and Illness Record is to be completed.

Medical Conditions Policy	Version 3
Maintained By: Governance	Page 3

Responsibilities of Parents

- To inform the Centre of any updates to their child’s Medical Management Plan.
- To ensure the child’s medication is brought to the Centre every time the child attends the Centre.

Links to Other Policies

- Administration of Medication Policy
- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Healthy Eating and Food Handling Policy
- Students, Volunteers and Visitors Policy

Sources, Further Reading and Useful Websites

Sources

- Australian Society for Clinical Immunology and Allergy. (n.d.). ASIA Action plan for anaphylaxis. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> accessed 4 April 2012
- Education and Care Centres National Regulations 2011
- National Quality Standard 2018

Further Reading

- Anaphylaxis Australia. (2020). What is anaphylaxis? <http://www.allergyfacts.org.au/allergy-and-anaphylaxis/what-is-anaphylaxis> accessed 5/5/2020
- Department For Education South Australia (2020) Anaphylaxis and severe allergies <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning/managing-health-education-and-care/physical-health/anaphylaxis-and-severe-allergies>
- Diabetes Australia. (2020). What is Diabetes <https://www.diabetesaustralia.com.au/what-is-diabetes> Accessed 5/5/2020
- National Asthma Council Australia. (2020) Asthma First Aid <https://www.nationalasthma.org.au/asthma-first-aid> Accessed 5/5/2020
- Royal Melbourne Hospital. (2020). Caring for Diabetes in Children and Adolescents. 3rd Ed. http://www.rch.org.au/diabetesmanual/index.cfm?doc_id=2352 accessed 5/5/2020
- SA Health 2020 South Australian Paediatric Clinical Practice Guidelines Acute Asthma in Children - <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/policies/acute+asthma+in+children+-+sa+paediatric+clinical+guideline> accesses 5/5/2020

Useful Websites

- Anaphylaxis Australia – www.allergyfacts.org.au/
- Asthma Australia – www.asthmaaustralia.org.au
- Asthma Queensland – www.asthmafoundation.org.au/QLD
- Australian Society for Clinical Immunology and Allergy (ASCI) – www.allergy.org.au
- Diabetes Australia – www.diabetesaustralia.com.au
- National Asthma Foundation Council Australia – www.nationalasthma.org.au
- South Australia Health – www.sahealth.sa.gov.au
- Royal Melbourne Children’s Hospital – www.rch.org.au

Medical Conditions Policy	Version 3
Maintained By: Governance	Page 4

Document History and Version Control Table

Version	Date Approved	Approved By	Brief Description
1	2013	Board of Governors	Creation of original document
2	Feb 2017	Board of Governors	Review ratified at Board
3	Aug 2020	Board of Governors	Review ratified at Board

Medical Conditions Policy	Version 3
Maintained By: Governance	Page 5