

Acorn Child Care Centres

Policies and Procedures



2.7 Medical Conditions

Background

Childcare legislation recognises that children with existing medical conditions attend early education and care services. In order to uphold the safety and wellbeing of these children at all times, it requires educators to be trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. Legislation also requires that educators must know the precise response expected of them for each individual child as detailed in a current Medical Management Plan for that child provided by the child's parent(s).

Policy Statement

This Policy details how the Service ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor.

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). In addition, 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 Service to effectively meet the child's medical needs. Refer to the Service's *Enrolment and Orientation Policy*. QA 2.1.1, 2.3.2
- Parents are asked to provide the Service with any Medical Management Plan from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Service to implement the Plan as required, and the contact details of the doctor who signed the Plan. QA 2.1.1, 2.3.2
- If the child has medical dietary requirements a doctors letter is required explaining what the exact dietary requirements are. Please note Acorn does not have the facility to support elimination diets.
- The Service uses the Medical Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation and Communications Plan for their child. The Medical Conditions Risk Minimisation and Communications Plan identifies the possible risks to the child's specific condition or health care need while at the Service (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, Service educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Service is guided by templates 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 Communications Plan. QA 2.1.1

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- The Service 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, new photograph), and at other times when the Nominated Supervisor requests updates as agreed in the Medical Conditions Risk Minimisation and Communications Plan. QA 2.1.1
- A copy of the Medical Management Plan and the Medical Conditions Risk Minimisation and Communications Plan is filed with the child's enrolment form. A copy of the Medical Management Plan is also kept where the child's medication is stored. QA 2.1.1, 2.3.3
- With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Service, including food preparation and eating areas.. A copy of the Medical Management Plan is taken on any excursion the child attends. QA 2.1.1, 2.3.3
- All medical details held by the Service are kept confidential. Refer to the Service's *Privacy and Confidentiality Policy*. QA 2.1.1
- The Service 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 Service without that medication. QA 2.1.1
- 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. QA 2.1.1, 2.3.2
- The Nominated Supervisor provides all students and volunteers with an orientation before they commence at the Service. 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 Service educators immediately of any concern regarding the health and wellbeing of any child. QA 2.1.1, 2.3.3
- 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 Service including the indoor and outdoor play spaces. QA 2.3.3
- The centre has an epipen, if a child shows signs or symptoms of anaphylaxis even without an action plan in place then we will administer as per our first aid training.
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- The Asthma Foundation has made available an information poster Asthma First Aid. Copies of this poster are displayed in strategic positions throughout the Service including the indoor and outdoor play spaces. QA 2.3.3

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- The contact numbers of emergency Service are displayed beside all telephone outlets in the Service. QA 2.3.3
- All EpiPens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the Service's *Administration of Medication Policy*. QA 2.1.1, 2.3.2
- First Aid kits are located where educators can readily access them in an emergency. Refer to the Service's *Incident, Injury, Trauma and Illness Policy*. QA 2.1.4
- The Service ensures its practices in handling and preparing food and beverages consumed by children at the Service prioritise the medical needs of children with known allergies. The Service is not a nut free zone. Refer to the Service's *Nutrition, Food and Beverage Policy* and its *Food Preparation, Storage and Handling Policy*. QA 2.2.1, 2.3.1, 2.3.2
- The Service accesses information and resources on medical conditions and their management from recognised authorities, and provides this information to parents, educators, students and volunteers. QA 2.1.1
- Health and safety are regular items on team 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. QA 2.1.1
- The Service reviews its health and safety practices regularly as part of its Quality Improvement Plan. Refer to the Service's *Educator Professionalism and Ethics Policy*. QA 2.1.3
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its HR records. The required number of educators with these qualifications meet regulatory requirements at all times, including on excursions. QA 2.1.4, 4.1.1
- 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). QA 2.1.4
- 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. QA 2.1.4, 7.3.1, 7.3.5
- At this time, the Service has no children who administer their own medication. However, should a specific need arise the Service's practices will be adjusted to meet that need. QA 2.1.1

Responsibilities of parents

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

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Links to other policies

- Administration of Medication Policy
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Food Preparation, Storage and Handling Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition, Food and Beverage Policy
- Students, Volunteers and Visitors Policy

Sources, Further reading and useful websites

- 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 13 June 2013
- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Allergy New Zealand – <http://www.allergy.org.nz/>
- Allergy and Anaphylaxis Australia – <http://www.allergyfacts.org.au/>
- Anaphylaxis Australia. (n.d.). *What is anaphylaxis?* <http://www.allergyfacts.org.au/allergy-and-anaphylaxis/what-is-anaphylaxis> accessed 24 November 2013
- Asthma Foundation. (n.d.). *Asthma Friendly Early Childhood Education & Care* http://www.asthmafoundation.org.au/Asthma_Friendly_Child_Care.aspx accessed 24 November 2013
- Australian Society for Clinical Immunology and Allergy (ASCIA) – <http://www.allergy.org.au/>
- Department of Health (Western Australia). *Anaphylaxis Management Guidelines for Western Australian Child Care and Outside School Hours Care Service*. http://www.health.wa.gov.au/anaphylaxis/docs/child_care/11289%20CC6%20Guidelines.pdf accessed 24 November 2013
- Diabetes Australia. (2013). *Diabetes Brochures and Booklets*. <http://www.diabetesaustralia.com.au/Resources/Brochures--Booklets1/> accessed 24 November 2013
- Diabetes Australia – <http://www.australiandiabetescouncil.com/>
- National Asthma Foundation Council Australia – www.nationalasthma.org.au
- Queensland Government. (2013): *Severe allergic reactions: Anaphylaxis guidelines for Queensland schools*

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http://education.qld.gov.au/schools/healthy/docs/anaphylaxis_guidelines_for_queensland_state_schools.pdf accessed 24 November 2013

- Queensland Health – <http://www.health.qld.gov.au/>
- Royal Melbourne Children’s Hospital – <http://www.rch.org.au/home/> Royal Melbourne Hospital. (2010). *Caring for Diabetes in Children and Adolescents*. 3rd Ed. http://www.rch.org.au/diabetesmanual/index.cfm?doc_id=2352 accessed 24 November 2013
- The Victorian Government Department of Education and Early Childhood Development. (2008). *Anaphylaxis model policy*. <http://www.allergyfacts.org.au/PDF/Anaphylaxis%20model%20policy%20Oct%202008.pdf> accessed 24 November 2013

13/12/2016							
14/04/2018							
15/07/2019							

Next review Date: 15/07/2020