

# Lady Gowrie Community Kindergartens

## MEDICAL CONDITIONS POLICY

### CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	2.1 and 2.2
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law: Sections 167 and 174 Regulations: 85-95, 136, 168 and 170

### POLICY STATEMENT:

To ensure that all appropriate and reasonable measures are taken to support children with medical conditions or specific health care needs while at the Service.

### RELEVANT FORMS/MATERIAL:

- Lady Gowrie Community Kindergartens Medical Conditions - Allergy / Anaphylaxis Management Policy.
- Lady Gowrie Community Kindergartens Medical Conditions – Asthma Management Policy.
- Lady Gowrie Community Kindergartens Medical Conditions – Diabetes Management Policy.
- Lady Gowrie Community Kindergartens Administration of Medication Policy.
- Lady Gowrie Community Kindergartens First Aid Administration Policy.
- Lady Gowrie Community Kindergartens Excursion Policy.
- Lady Gowrie Qld Medication Permission Form.
- Lady Gowrie Qld Ongoing Medication Permission Form.
- Lady Gowrie Qld Incident, Injury, Trauma and Illness Record.
- Individual Child’s Medical Management Plan / Anaphylaxis Action Plan/ Allergy Action Plan.
- Lady Gowrie Qld Risk Minimisation Plan.
- Notification of Serious Incident (ACECQA).

### SOURCES:

- National Health and Medical Research Council (2012) Staying Healthy in Early Childhood Education and Care: Preventing Infectious Diseases in Early Childhood Education and Care Services (5th Ed, Updated June 2013). Commonwealth of Australia: Canberra
- ACECQA ([www.acecqa.gov.au](http://www.acecqa.gov.au))
- Education and Care Services National Law
- Education and Care Services National Regulations

(Accessed 2019)

**REVIEWED: November 2019**

**Date to Be Reviewed: May 2021**

## WHAT YOU SHOULD KNOW

<b>BACKGROUND</b>	<p>All permanent teachers / educators at the Kindergarten hold a current First Aid Qualification and approved Emergency Asthma Management and Anaphylaxis Management as per the ACECQA approved list. At all times the Service is in operation, at least one staff member must hold the required First Aid Qualifications, should relief staff be in place.</p> <p>A list of all children and, when relevant, staff who have specific health care needs or medical conditions will be compiled and all teachers / educators will be made aware of case histories, Medical Management Plans / Action Plans and Risk Minimisation Plans (including trigger factors) for each child.</p> <p>Students and volunteers will be advised of Risk Minimisation Plans and Medical Management Plans / Action Plans as applicable for the group which they are directly working with.</p> <p>Excursions:</p> <p>Where a Service undertakes excursions, individual child Risk Minimisation Plans will be considered, as relevant to the context of the excursion in ensuring that the safety and wellbeing of all children is supported. When necessary information will be included in the risk assessment for the excursion (no individual child will identified by name in the risk assessment) and relevant support strategies identified. The Excursion Authorisation Form includes a section regarding additional information, to support the child during the excursion including medical requirements. The Responsible Person during the excursion, will confirm with staff and any parents / additional adults attending the excursion, that they have been informed of the support strategies outlined in the risk assessment.</p>
<b>NOTE</b>	<p>Teachers / educators and families should refer to the specific policy as relevant to the child's specific medical condition when listed below:</p> <ul style="list-style-type: none"> <li>• Lady Gowrie Community Kindergartens Medical Conditions - Allergy / Anaphylaxis Management Policy.</li> <li>• Lady Gowrie Community Kindergartens Medical Conditions – Asthma Management Policy.</li> <li>• Lady Gowrie Community Kindergartens Medical Conditions – Diabetes Management Policy.</li> </ul>
<p>LADY GOWRIE QLD</p> <p>AND</p> <p>THE KINDERGARTEN SERVICE</p>	<p>Lady Gowrie Qld and the Kindergarten Service are committed to supporting all families and children to engage in the kindergarten program.</p> <p>Supporting children and families with specific health care needs or medical conditions is inclusive of the Lady Gowrie Qld Philosophy and Service Philosophy, in providing care and education for all children.</p>

WHAT WE NEED FAMILIES TO DO	
<p>WHAT FAMILIES NEED TO DO</p>	<p>Prior to beginning care, parents / guardians of children who have a specific health care need or medical condition must discuss with the Nominated Supervisor or Service Manager of the Service, the <b>Medical Management Plan or Action Plan</b> for their child and complete a <b>Risk Minimisation Plan</b> to ensure that the most suitable environment can be provided for all children and teachers / educators.</p> <p>The Medical Management Plan / Action Plan and Risk Minimisation Plan may also be undertaken in consultation with the family's medical practitioner reflective of the child's specific health care need or medical condition.</p> <p>Parents / guardians must update the Nominated Supervisor or Service Manager of any changes to the Medical Management Plan / Action Plan in writing. Please refer to Communications Plan.</p> <p>The Risk Minimisation Plan ensures that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised, including when relevant the safe handling, preparation and consumption of food at the Service and when relevant notifying families of any known allergens that pose a risk and strategies for minimising these risks.</p> <p>The Risk Minimisation Plan includes details of the known triggers or allergens for the child, where the child's Medical Management Plan or Action Plan is displayed or available and if applicable where the individual child's medication is held at the Service.</p> <p>Children with life threatening medical conditions <b>must</b> have <b>their required medication</b> (which is in date) <b>available at the Service</b> whenever they are in care.</p> <p>Parents / guardians must complete an <b>Ongoing Medication Permission Form or Medication Permission Form</b> as relevant for each medication their child may need to be administered while they are in care. All medication must be labelled as per information in the Lady Gowrie Community Kindergartens Administration of Medication Policy.</p> <p>Parents / guardians are required to advise the Service if their contact numbers or those of the emergency contacts change.</p>
WHAT FAMILIES CAN EXPECT OF STAFF	
<p>WHAT YOU SHOULD DO</p>	<p><b>STAFF WILL:</b></p> <ul style="list-style-type: none"> <li>• Provide a copy of the Medical Conditions Policy and where relevant the specific Medical Conditions Policy (Asthma Management / Allergy &amp; Anaphylaxis Management / Diabetes Management) to the family (this is to be recorded in the child's enrolment form).</li> <li>• Be familiar with the symptoms of the child's specific health care need or medical condition and be current in their training of first aid.</li> <li>• Observe strict hygiene routines – children and staff to wash hands before and after eating to prevent cross-contamination of food.</li> </ul>

	<ul style="list-style-type: none"> <li>• Review each child's Medical Management Plan / Action Plan with parent(s) annually, or more frequently should any changes in treatment occur or where an earlier date is specified on their individual plan (Nominated Supervisor or Service Manager). Record that the review has taken place on the Risk Minimisation Plan.</li> <li>• Staff will have a system in place to check the expiry date of medication and will advise families of replacement requirements.</li> <li>• If possible and relevant to the care of the child while at the Service, arrangements will be made for teachers / educators to undertake further training relevant to the child's specific health care need or medical condition.</li> </ul>
<p><b>TEACHER / EDUCATORS / STAFF</b></p>	
<p>WHAT YOU SHOULD DO</p>	<p>Collaborate with the family in the development of the child's Medical Management Plan / Action Plan and Risk Minimisation Plan.</p> <p>Follow the child's Risk Minimisation Plan, and Medical Management Plan / Action Plan.</p> <p>Notify the family and Responsible Person of any relevant observations of the child or concerns while they are under your care.</p> <p><b><u>In emergency situations</u></b></p> <p>Follow the child's Medical Management Plan / Action Plan.</p> <p>Notify the Responsible Person and parent / emergency contact.</p> <p>If applicable to the medical condition contact Emergency Services, dial <b>000</b>.</p> <p>Continue to follow the child's Medical Management Plan / Action Plan and any advice from Emergency Services.</p> <p>Reassure the child and other children in the group, where suitable gather the other children of the group and move to another area with staff, while staff continue to support the child with the medical condition.</p> <p>Inform the President / Executive Committee Member of incident.</p> <p>An emergency where urgent medical treatment was required or reasonably ought to have been sought is a notifiable circumstance under Legislation. Inform the Regulatory Authority of the incident through your normal representation within 24hrs and completion of a Notification of Serious Incident through the NQA ITS Portal.</p> <p>Notify Lady Gowrie Qld as the Service's CGB and forward a copy of the IITI Record and notification of the submission of the incident through NQA ITS.</p> <p>At a suitable time undertake a review of the child's Medical Management Plan / Action Plan and Risk Minimisation Plan. Any changes to these plans will be communicated with staff and relevant stakeholders as noted in the Communications Plan below.</p>
<p>COMMUNICATIONS PLAN</p>	<p>A Communications Plan outlined in the following table is in place to ensure</p> <ul style="list-style-type: none"> <li>• Relevant staff members and volunteers are informed about the medical conditions policy and the Medical Management Plan and Risk Minimisation Plan for the child; and</li> <li>• A child's parent / guardian can communicate any changes to the Medical Management Plan and Risk Minimisation Plan for the child, setting out how that communication can occur.</li> </ul>

## Communications Plan

Action	Persons Involved
Prior to beginning care Medical Management Plan / Action Plan and Risk Minimisation Plan completed.	Family, if applicable for the child's medical condition their medical or nurse practitioner and the Nominated Supervisor or Service Manager (where this is the Service Manager it is the Service Manager's responsibility to inform the Nominated Supervisor of completion of the documentation).
Providing family with copy of the relevant Medical Conditions Policy	Nominated Supervisor or Service Manager.
<p>Informing staff members and volunteers.</p> <p>On induction all staff members will be informed about the Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan for children enrolled at the Service.</p> <p>On induction all volunteers will be informed about the Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan for children enrolled at the Service and participating in the group with which the volunteer will have direct contact with.</p>	Nominated Supervisor or Service Manager. Informing of staff members and volunteers will be recorded on the individual staff member or volunteers induction documentation.
<p>Updating the list of children who have specific health care needs or medical conditions and notifying the staff that this list has been updated.</p> <p>Staff will be notified that the list has been updated by internal communication methods (staff memo folder, staff email distribution list or verbally. The date and method by which staff were advised of the updated information will be recorded on the list.)</p>	Nominated Supervisor or Service Manager
<p>Parents / guardians must update the Nominated Supervisor or Service Manager <b>in writing</b> of any changes to the Medical Management Plan / Action Plan.</p> <p>Staff will be notified that the Medical Management Plan / Action Plan has been updated by internal communication methods (staff memo folder, staff email distribution list or verbally. The date and method by which staff were advised of the updated information will be recorded.)</p>	<p>Parent / guardian</p> <p>Where the Service Manager is informed, it is the Service Manager's responsibility to inform the Nominated Supervisor of the updated information and distribution of new information to staff.</p> <p>The receipt of the written information will be dated and recorded on the child's file.</p> <p>When this change involves a change in the medication for the child the Nominated Supervisor or Service Manager will provide the parent / guardian with new Ongoing Medication Permission Forms or Medication Permission Forms, as relevant for any medication which information has been changed for and request these are completed by the parent / guardian.</p> <p>Please note: Action Plans using the template from the Australasian Society of Clinical Immunology and Allergy can only be altered with the permission of the medical or nurse practitioner who completed the plan (<a href="http://www.allergy.org.au">www.allergy.org.au</a>).</p>

<p>Parents / guardians must update the Nominated Supervisor or Service Manager <b>in writing</b> of any changes to the Risk Minimisation Plan.</p> <p>Staff will be notified that the Risk Minimisation Plan has been updated by internal communication methods (staff memo folder, staff email distribution list or verbally. The date and method by which staff were advised of the updated information will be recorded and staff will be required to sign the updated Risk Minimisation Plan.)</p>	<p>Parent / guardian</p> <p>Where the Service Manager is informed, it is the Service Managers responsibility to inform the Nominated Supervisor of the updated information and distribution of new information to staff.</p> <p>The receipt of the updated information will be dated and recorded on the child's file.</p> <p>The Nominated Supervisor or Service Manager will be responsible for updating the copy of the child's Risk Minimisation Plan including on the child's file, staff handbook folder which relief staff access and any locations the Risk Minimisation Plan is stored at the Service.</p>
<p>Excursions</p> <p>The parent / guardian will advise of any additional information regarding medical requirements on the Excursion Authorisation Form.</p> <p>The Responsible Person during the excursion will confirm with staff and any parents / guardians / additional adults attending the excursion that they have been informed of the support strategies outlined in the Risk Assessment.</p>	<p>Parent / guardian</p> <p>The Nominated Supervisor will ensure that when necessary information will be included in the Risk Assessment for the excursion (no individual child will identified by name in the Risk Assessment) and relevant support strategies are in place.</p> <p>Responsible Person during the excursion.</p>