



## Dealing with Medical Conditions Policy

### Aim

This policy sets out CSIROCare practices in relation to management of medical conditions including (but not limited to) asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis

### Rationale

In order to meet the legal obligations outlined in the *Education and Care Services National Regulations 2011*, and to ensure the health and wellbeing of all children attending the centre, CSIROCare recognises the importance of staff education, implementation of best practice policy and the involvement, engagement and understanding of parents and educators of children attending the centre. Community education and correct management of medical conditions will assist to minimise any impact.

### Body

To ensure we meet the key points and obligations within the *Education and Care Services National Regulations 2011*, relevant to a medical conditions policy, CSIROCare will:

- Implement a Medical Conditions Policy, and ensure that all staff, parents and educators are provided with a copy of the policy.
- Obtain health information for each child enrolled at the service, including a detailed written Medical Plan and Risk Minimisation Strategies for children enrolled with medical conditions in consultation with their parents/guardian.
- Keep a detailed record of medication administered to any child.
- Ensure that all educators have current First Aid, CPR, Anaphylaxis and Asthma management training.
- Ensure adequate provision and maintenance of first aid kits and medication storage units.
- Ensure all educators, staff and families are aware of the importance of adhering to this policy to maintain a safe environment.
- Ensure families understand the importance of communicating with the service about their child's medical conditions and notifying the Nominated Supervisor of any changes to the child's medical conditions
- Ensure this policy is read in conjunction with
  - Anaphylaxis Policy
  - Asthma Policy
  - Diabetes Policy

It is generally accepted that children under the age of six do not possess the skills and abilities required to recognise and manage their medical conditions effectively. Taking this in to consideration, CSIROCare recognises the need to educate its educators and parents/guardians about various medical conditions and to promote responsible management strategies.

CSIROCare is aware that both community education and correct management assist in minimising the impact of medical conditions.

CSIROCare aims to raise awareness of parents and the wider community by providing current information on medical conditions and its management via leaflets and information on the premises, by transfer, and by offering/advertising first aid training and medical conditions management where possible.

## **THE DIRECTOR/NOMINATED SUPERVISOR WILL:**

- Provide staff and parents/guardians with a copy of this policy and ensure staff are aware of the procedures they are required to follow when children have medical conditions.
- Provide First Aid, CPR, Anaphylaxis and Asthma Management training to educators as required and convey that it is mandatory for all educators to have up to date certificates for all training in order to continue or begin employment at the centre.
- Identify children with medical conditions during the enrolment process and provide parents with the appropriate Medical Plan to be completed in consultation with a medical practitioner. Once returned, ensure the plan is shown to all educators and placed in the child's playroom, attached to their enrolment form and in the child's file.
- Develop Risk Minimisation Strategies for every child with a medical condition, in consultation with the parents/educators
- Ensure that all children with medical conditions have a specific Medical Plan and Risk Minimisation Strategies kept with their enrolment form, and ensure that both plans are updated as necessary
- Ensure parents and educators of all children with medical conditions provide any necessary medication and/or equipment as outlined in the child's Medical Plan by medical practitioner, at all times their child is attending the centre
- Implement strategies that adhere to current national recommendations
- Ensure that all educators are aware of medical conditions strategies and procedures
- Ensure adequate provision and maintenance of all medication and apparatus
- Facilitate communication between management, staff and parents/guardians regarding the service's Medical Conditions Policy and strategies
- Promptly communicate with parents/guardians any concerns regarding the management of children with medical conditions attending the service
- Ensure that children with medical conditions are not discriminated against in any way and have full access to the program
- Ensure that children with medical conditions can participate in all activities safely and to their fullest potential
- Ensure that parents/guardians review plans with the Nominated Supervisor annually or as required.

## **EDUCATORS WILL:**

- Ensure they read and implement the Medical Conditions Policy, in conjunction with the relevant other policies; Asthma Management, Anaphylaxis, and Diabetes policies
- Ensure they are aware of and maintain first aid, anaphylaxis, asthma and CPR procedures
- Ensure that they can identify children in their care with medical conditions, read their Medical Plan and Risk Minimisation Strategies and are able to locate any medications or relevant apparatus
- Ensure they are aware where Medical Conditions Plans are in each playroom and in the staff room
- Develop Risk Minimisation Strategies for every child with medical conditions, in consultation with the parents/carers
- Ensure that children with medical conditions are not discriminated against in any way
- Ensure that children with medical conditions can participate in activities safely and to their fullest abilities
- Promptly communicate to management and parents any concerns regarding the management of children with medical conditions enrolled at the centre

## **PARENTS/GUARDIANS WILL:**

- Inform educators if their child has a medical condition upon enrolment at the centre
- Promptly communicate any medical conditions that their child develops during the year, any changes to their child's medical conditions, or any concerns about the current health of the child. This must be done via email or in writing and must include recommendations for managing the medical condition from a health professional e.g. a medical assessment
- Communicate all medical and health information, relevant to their child, to management and staff of the service
- Read the service's Medical Conditions Policy in conjunction with relevant specific policies e.g. Asthma Management Policy.
- Provide a copy of their child's Medical Plan to the service, ensuring it has been signed by a medical practitioner. The Medical Plan should be reviewed and updated as required.
- Work with educators to develop Risk Minimisation Strategies for their child
- Provide the service with the child's medication along with any equipment at all times the child is attending the centre. If parents do not, their child will not be able to attend the centre until it is provided.
- Where possible and depending on ability, encourage their child to learn about their medical conditions and communicate to educators if they are unwell