



# Medical Conditions Policy

## Background

The Beaconsfield Neighbourhood Centre (BNC) recognises the importance of providing a safe environment in our Children's Room for children with specific medical and health care requirements.

The Centre is committed to managing these requirements by implementing and maintaining effective practices for when a child who has a diagnosed health care need, allergy or relevant medical condition is enrolled at the service.

## Purpose

The aims of this policy are:

- To ensure that clear procedures exist to support health, wellbeing and inclusion of all children enrolled at the service.
- To provide educators, staff, volunteers and families with reassurance and certainty about how a child's individual medical conditions are managed to ensure that the child's safety, health and wellbeing is protected.

## Policy Statements

Medical conditions and other specific health care needs include, but are not limited to asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening.

BNC ensures that our educators are equipped with the knowledge and skills to manage situations so that all children receive the highest level of care, and their needs are considered at all times.

Providing families with ongoing information about medical conditions and the management of conditions is a key priority.

BNC is committed to maintaining effective hygiene practices.

## Medical Conditions Management Plan

Families must provide a Medical Management Plan prepared by the child's doctor in respect of any specific health care needs or medical conditions. The Plan should:

- include a photo of the child.
- state what triggers the allergy or medical condition if relevant.
- state first aid needed.
- contact details of the doctor who signed the plan.
- state when the plan should be reviewed.
- have supporting documentation if appropriate.

## Medical Conditions Risk Minimisation Plan

The Children's Room Coordinator and relevant educators will prepare and implement a medical conditions risk minimisation plan in consultation with families which is informed by the child's Medical Management Plan.

The Plan will include measures to ensure:

- any risks are assessed and minimised.
- practices and procedures for the safe handling of food, preparation, consumption and service of food for the child are developed and implemented.
- parents are notified of any known allergens that pose a risk to a child and how these risks will be minimised.
- a child does not attend the service without medication prescribed by their medical practitioner in relation to their specific medical condition if this would pose a significant risk.

### **Medical Conditions Communication Plan**

The Children's Room Coordinator will implement a medical conditions communication plan to ensure that relevant educators, staff and volunteers:

- understand the Medical Conditions Policy.
- can easily identify a child with health care needs or medical conditions.
- understand the child's health care needs and medical conditions and their medical management and risk minimisation plans.
- know where each child's medication is stored.
- are updated about the child's needs and conditions.

The Children's Room Coordinator will also ensure the medical conditions communication plan sets out how parents may advise changes to their child's medical management and risk minimisation plans.

The Children's Room Coordinator will regularly remind families to update their child health and medical information as outlined in the Plan.

### **Collating Medical Conditions Plans**

The Medical Management Plan is provided by parents with the child's enrolment form or submitted as soon as a medical condition becomes known. The resource to complete the two other plans is the Medical Conditions Risk Minimisation and Communication Plan template which is filled out by the Children's Room Coordinator in consultation with the parents/guardians. This completed document will be signed by parents, the Children's Room Coordinator and relevant educators and added to the child's file.

A copy of the plans is stored securely with the child's medication, emergency evacuation kit and first aid kit and another copy will also be displayed in a prominent position near a telephone (eg. Staff cupboard) to ensure all procedures are followed. If parents have not authorised display of the plans in public areas, the plans will be displayed in areas which are not accessed by families and visitors to protect the child's privacy. We will explain to families why the prominent display of their child's plans is preferable.

The medical plans will also be taken on any excursions.

### **Roles and Responsibilities**

Management	<ul style="list-style-type: none"><li>• 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</li></ul>
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	<p>programs and activities of BNC Children's Room are protected from harm.</p> <ul style="list-style-type: none"> <li>• Ensure policies and procedures required by the Children's Services Regulations 2020 are developed and then implemented by staff.</li> <li>• Informing educators, staff, volunteers, children and families on the importance of adhering to the 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.</li> <li>• Provide appropriate training for staff to ensure that educators have the skills and expertise necessary to support the inclusion of children with additional health needs.</li> </ul>
Staff/Educators	<ul style="list-style-type: none"> <li>• Provide a copy of this policy and associated documents to parents/guardians of an enrolled child if BNC is aware that the child has a specific health care need, allergy or other relevant medical condition.</li> <li>• Follow the Medical Management Plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.</li> <li>• Develop a Risk Minimisation Plan and Communication Plan in consultation with parents/guardians of the child.</li> <li>• Ensure any new information is attached to the child's Enrolment Form and medical plans where relevant and shared with relevant educators, staff and volunteers.</li> <li>• Ensure displays about a child's health care needs or medical conditions are updated.</li> <li>• Send regular reminders to families to keep information updated and current.</li> <li>• Check expiry dates on medication and ensure current supplies are maintained</li> </ul>
Parents/Guardians	<ul style="list-style-type: none"> <li>• Advise details of specific health care needs or medical conditions including asthma, diabetes and allergies, and whether the child has been diagnosed at risk of anaphylaxis.</li> <li>• Provide BNC with a Medical Management Plan for the child.</li> <li>• Develop a Risk Minimisation Plan and Communication Plan in consultation with BNC staff.</li> <li>• Provide staff with updates whenever medical information changes.</li> </ul>

## Related Documents

Children's Services Regulations 2020: *Regulations 59 & 60*

Medical Conditions Risk Minimisation & Communication Plan Template

Incident, Injury, Trauma and Illness Record Form

Anaphylaxis Policy

Food Policy

Sleep, Rest & Relaxation Policy

Excursion Policy

## Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Medical Conditions Policy	Centre Coordinator	COM	Aug 2021	Original