



Medical Condition Management Policy

Purpose:	The purpose of this policy is help provide a safe and healthy environment at River School Early Childhood Centre by appropriately managing the medical condition/s of any child at the service	
Scope:	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: All previous Medical Conditions Policies
Authorised by:	Dee Farquharson	Date of Authorisation: 19 Jan 2022
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011 Regulations 90, 91, 162, 168(2)(d), 170, 171, 172, 173, 181, 183, 184 • National Quality Standard Quality Area 2.1.1 • Australian Privacy Principles • Anti-Discrimination Act 1991 (Qld) • Australian Human Rights Commission Act 1986 (Cth) • Disability Discrimination Act 1992 (Cth) • Anaphylaxis Action Plan • Allergies (Other Than Anaphylaxis) Action Plan • Asthma Action Plan • Guidelines for Queensland Schools: Students with Diabetes • Epilepsy Management Plan • River School Early Childhood Centre Medical Condition Management Procedure • River School Early Childhood Centre Administration of Medication Policy • River School Early Childhood Centre First Aid Policy • River School Early Childhood Centre Illness Policy • River School Early Childhood Centre Incident, Injury and Trauma Policy • River School Early Childhood Centre Immunisation Policy • River School Early Childhood Centre Enrolment Policy • River School Early Childhood Centre Privacy Policy • River School Early Childhood Centre Record Retention Policy 	
Review Date:	Every 2 years	Next Review Date: 19 Jan 2024
Policy Owner:	AMEL Board	

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Policy Statement

River School Early Childhood Centre is committed to the health and safety of children and staff attending the service. The service will provide appropriate support to ensure that children and staff have access to a reasonable standard of care for their health needs whilst attending the service.

In accordance with the *Education and Care Services National Regulations 2011* and the state and federal anti-discrimination legislation, River School Early Childhood Centre recognises that an education and care program must be delivered to all children that is designed to take into account the individual differences of each child. River School Early Childhood Centre will provide a fair and safe education and care environment on the same basis, where all children have equal opportunities to realise their individual potential. All aspects of the service's operation will be considered in relation to each child's inclusion in the program and to ensure that their safety, health and wellbeing are protected at all times.

Children who self-administer medication (e.g., asthma medication) must be six years of age or older, have written approval on the Enrolment Form, and have an Authorisation to Self-Administer Medication form completed by the parent/guardian prior to child administering. Self-administration must be done in the presence of two staff members.

In accordance with the *Education and Care Services National Regulations 2011*, and taking into account the *Australian Privacy Principles*, the service will:

1. Require medical conditions, including asthma, diabetes, or a diagnosis that a person is at risk of anaphylaxis, to be managed in accordance with this Policy and the River School Early Childhood Centre Medical Condition Management Procedure.
2. Ensure that a **Medical Conditions Risk Minimisation and Communication Plan** is developed for each medical condition diagnosed for each person at the service, including asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis.
3. Ensure that parents or person with medical condition, provide any medication that the service may be required to administer, in accordance with the person's medical management plan and the River School Early Childhood Centre Administration of Medication Policy.
4. Ensure that all employees at the service are aware of and educated on the practices in relation to managing those medical conditions.
5. Ensure that a copy of this Policy is provided to the person or the parent of a child enrolled at the service if the service is aware that the person or the child has a specific health care need, allergy or other relevant medication condition.
6. If applicable, ensure that a notice stating that a person who has been diagnosed as at risk of anaphylaxis is enrolled at the service is displayed and positioned so that it is clearly visible to anyone from the main entrance of the service premises.

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Medical Conditions Risk Minimisation and Communication Plan (the plan) requirements

In relation to the Medical Condition part of the plan requirements

For each medical condition diagnosed for each person at the service, including asthma, diabetes, or a diagnosis that a person is at risk of anaphylaxis, River School Early Childhood Centre requires:

1. The person or a parent of the child to provide a medical management plan for themselves or the child.
2. The plan is to be prepared in consultation with the person's or child's medical practitioner, with the advice from the medical practitioner documented in the plan.
3. The plan to be followed in the event of an incident relating to the person's specific health care need, allergy, or relevant medical condition.
4. Details of the specific health care need, allergy, or relevant medical condition, including the severity of the condition.
5. Any current medication prescribed for the person.
6. The response required from the service in relation to the emergence of symptoms.
7. Any medication required to be administered in an emergency.
8. The response required if the person does not respond to initial treatment.
9. When to call an ambulance for assistance.

In relation to the risk management of the plan requirements

10. Ensure that the risks relating to the person's specific health care need, allergy or relevant medical condition are assessed and minimised.
11. If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption, and service of food are developed and implemented.
12. If relevant, to ensure that practices and procedures to ensure that the person or parents are notified of any known allergens that pose a risk to a person and strategies for minimising the risk are developed and implemented.
13. To ensure that practices and procedures ensuring that all employees can identify the person, the person's medical management plan and the location of the person's medication are developed and implemented.
14. If relevant, to ensure that practices and procedures ensuring that the person does not attend the service without medication prescribed by the person's medical practitioner in relation to the person's specific health care need, allergy or relevant medical condition are developed and implemented, see the River School Early Childhood Centre Administration of Medication Policy.

In relation to the Communication of the plan requirements

15. Relevant employees are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the person.
16. A person is or child's parent are aware of how and when to communicate any changes to the medical management plan and risk minimisation plan for the person.

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Definitions

Definitions relevant to this policy include:

Diagnosed as at risk of anaphylaxis: in relation to a person, means a person who has been diagnosed by a registered medical practitioner as at risk of anaphylaxis

Medical condition: a condition that has been diagnosed by a registered medical practitioner. In accordance with *Education and Care Services National Regulations 2011*, the term medical condition specifically includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis

Medical management Risk Minimisation and Communication plan - a document that has been:

- a) Prepared and signed by a doctor that described the symptoms, causes, clear instructions on action and treatment for the person's specific medical condition, and includes the person's name and a photograph of the person.
- b) Details each person's medical condition and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by Centre Director in consultation with the person or families of children with specific medical conditions that requirement medical management plans, upon engagement of employment or enrolment or diagnosis of the condition.
- c) Describes how person/ parents and employees will be informed about risk minimisation plans and emergency procedures to be followed when a person who is diagnosed at risk of any medical condition is engaged or enrolled at the service

Registered medical practitioner: means a person registered under the *Health Practitioner Regulation National Law* to practise in the medical profession (other than as a student)

Risk minimisation: the implementation of a range of strategies to reduce the risk of an adverse effect from the mismanagement of a specific medication condition at the service

Responsibilities

River School Early Childhood Centre

River School Early Childhood Centre has the following role and responsibilities:

- Ensure that the commitments in this Policy Statement are adhered to, particularly with regard to ensuring that appropriate medical management, risk minimisation and communications plans are developed and appropriately implemented at the service.
- Update Medical Management Risk Minimisation and Communication plans whenever new medical information is provided by a person or parents of the child's medical status changes, or at least annually.
- Ensure that all employees are aware of and educated on the practices in relation to the Medical Management Risk Minimisation and Communication plans.

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- Ensure that an appropriate number of employees are trained in first aid, anaphylaxis management and emergency asthma management, in accordance with the River School Early Childhood Centre First Aid Policy.
- Review all enrolment applications to ensure that relevant children with medical conditions are identified, in line with the River School Early Childhood Centre Child Enrolment Policy.
- Keep appropriate medical information on a person's employment/ enrolment records, in line with the River School Early Childhood Centre Enrolment Policy.
- Provide a copy of this Policy to a person or parent of a child enrolled at the service upon becoming aware that the person has a specific health care need, allergy, or other relevant medication condition.
- If applicable, ensure that an appropriate notice regarding a person diagnosed at risk of anaphylaxis is displayed at the entrance to the service.
- Implement inclusive planning and practice to take into account the individual differences of each person.

Employees

Employees of River School Early Childhood Centre have the following role and responsibilities:

- Be aware of and act in accordance with River School Early Childhood Centre Medical Condition Management Policy and Procedure.
- Act in accordance with a person's Medical Management Risk Minimisation and Communication plan.
- Ensure that staff's prior medical information is accurately recorded so that River School Early Childhood Centre is aware of, and can provide appropriate adjustments.
- Provide River School Early Childhood Centre with any updated information or changes to their medical condition as soon as reasonably practicable, or when requested by the service.
- Work with River School Early Childhood Centre to develop Medical Management Risk Minimisation and Communication plans for themselves.
- Act in accordance with their Medical Management Risk Minimisation and Communication plans.

Families

Families of River School Early Childhood Centre have the following role and responsibilities:

- Be aware of and act in accordance with River School Early Childhood Centre Medical Condition Management Policy and Procedure.
- Ensure that enrolment applications are accurately completed so that River School Early Childhood Centre is informed of their child's medical condition.
- Provide River School Early Childhood Centre with any updated information or changes to their child's medical condition as soon as reasonably practicable, or when requested by the service.

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- Provide River School Early Childhood Centre with any medication the service may be required to administer to the child, in accordance with the child's medical management plan and the River School Early Childhood Centre Administration of Medication Policy.
- Work with River School Early Childhood Centre to develop Medical Management Risk Minimisation and Communication plans.
- Act in accordance with their child's medical management, risk minimisation and communication plans.

Implementation

In practice, River School Early Childhood Centre's commitment to managing medical conditions of children at the service means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of medical condition management, including the development and implementation of this Policy, the related Procedures and any medical condition management, risk management and communication plans.
- Training – provide employees with access to appropriate training in first aid, anaphylaxis management and emergency asthma management.
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on medical condition management within the service in line with the service's Incident, Injury and Trauma, Illness, Administration of Medication, First Aid, Privacy and Record Retention Policies.

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, River School Early Childhood Centre will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

Appendices

Not applicable at this point in time

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