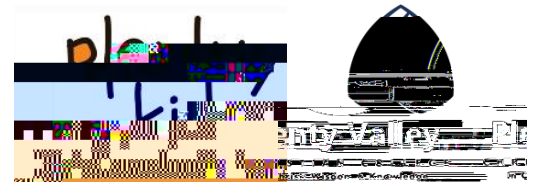


# DEALING WITH MEDICAL CONDITIONS POLICY



Document classification:	Version:	Date:
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This policy will provide guidelines for Plenty Kids Early Learning Centre to ensure that:

- clear procedures exist to support the safety, health, wellbeing and inclusion of all children enrolled at the service
- service practices support the enrolment of children and families with specific health care requirements
- information is provided to staff

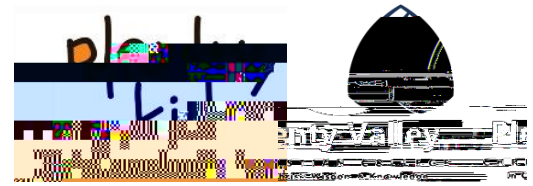


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Services who provide education and care to a child over preschool age (as defined in the ) may allow a child over preschool age to self-administer medication. The Approved Provider must consider their duty of care when determining under what circumstances such permission would be granted:

Where a child over preschool age can self-administer medication/medical procedures, written permission must be provided by the child's parent/guardian. Parents/guardians will provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner(s). The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications. Authorisation for the child to self-administer medication is recorded in the medication record for the child under Regulation 92 and The medical conditions policy (this policy) includes practices for self-administration of medication (Regulations 96).

Relevant legislation and standards include but are not limited to:

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

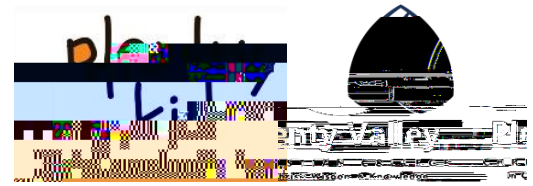
The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the section located on the PVCC website.

The principle of maintaining health and the practices put in place to achieve this.

In accordance with the Education and Care Services National Regulations 2011, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.

A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

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Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition, 2013) National Health and Medical Research Council: <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2020: [www.acecqa.gov.au](http://www.acecqa.gov.au)

Ambulance Victoria: How to call card: <https://www.ambulance.vic.gov.au/wp-content/uploads/2019/08/How-To-Call-Card.pdf>

Dealing with medical conditions in children policy and procedure guidelines - [www.acecqa.gov.au](http://www.acecqa.gov.au)

Administration of First Aid  
Administration of Medication  
Anaphylaxis and Allergic Reactions  
Asthma  
Dealing with Infectious Diseases  
Diabetes  
Epilepsy  
Incident, Injury, Trauma and Illness  
Privacy and Confidentiality  
Supervision of Children.

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness

monitor the implementation, compliance, complaints and incidents in relation to this policy

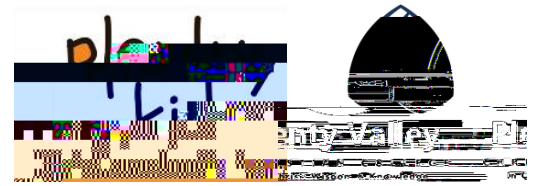
ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current

keep the policy up to date with current legislation, research, policy and best practice

revise the policy and procedures as part of the service's policy review cycle, or as required

notifying all stakeholders

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When developing a risk minimisation plan ensure:

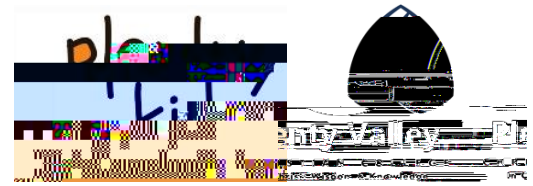
that risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimised;

if relevant, policies and procedures in relation to safe handling, preparation, consumption, and service of food, are developed and implemented;

if relevant, policies and procedures to ensure parents are notified of any known allergens posing a risk to a child, and strategies for minimising risks, are developed and implemented;

policies and procedures ensuring all ECT/educators/staff members and volunteers can identify the

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Ensure all ECT/educators, including relief staff, have knowledge of the regular medications and method of administration of these for all children with medical management plans. These may include, but is not limited to asthma puffers, spacers, and adrenaline auto injection devices such as EpiPen®

ECT/Educators, regardless of whether they have a child diagnosed at risk of anaphylaxis, are to complete training in the administration of the auto injection device, asthma and CPR every 12 months, and record this in the staff records.

ECT/educators are also required to undertake quarterly practise with an auto injection device trainer, and record this in the staff records. If a child is enrolled with Anaphylaxis at the service, all ECT/educators at the service must undertake quarterly practice with an adrenaline auto injection device.



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