

# **MEDICAL CONDITIONS POLICY**



## **OBJECTIVE**

This policy outlines the practices followed by Reid Early Childhood Centre staff to effectively manage medical conditions including asthma, diabetes and anaphylaxis to ensure the safety and wellbeing of children, staff and visitors is upheld and maintained

## **NOTIFYING THE CENTRE OF A MEDICAL CONDITION**

Parents/guardians are required to notify the centre and staff on enrolment or as soon as a child is diagnosed with a notifyable medical condition. Medical conditions requiring notification include asthma, diabetes, allergies, anaphylaxis, diagnosed at risk of anaphylaxis.

In consultation with parents/guardians, a child with a notifyable medical condition may be required to wear a form of identification (such as an allergy bracelet) to ensure that their medical condition is clearly identified in case of an emergency.

## **PROVISION OF A MEDICAL MANAGEMENT PLAN**

If a child at RECC has specific health care needs, the parent/guardian must provide a medical management plan for that child, signed by a medical practitioner. This plan must set out the steps that are to be followed in the event of an incident relating to the child's specific health care needs.

The Director will consult with parents/guardians of any such children to develop a medical conditions risk minimisation plan and a medical conditions communications plan.

All plans for children will be displayed in all rooms. Should the child require medication this will be found in the child's room, bathroom.

The medical conditions risk-minimisation plan ensures that:

- the risks relating to the child's specific health care needs are assessed, monitored and minimised
- practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed (where relevant)
- practices and procedures to ensure that parents/guardians are notified of known allergens that pose a risk to the child and strategies for minimising the risk are developed and implemented (where relevant)

- practices and procedures are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan and (where relevant) the location of the child's medication.
- practices and procedures are developed and implemented to ensure that the child does not attend the Centre without medication prescribed by the child's medical practitioner in relation to the child's specific health care needs.

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The medical conditions communications plan ensures that:

- relevant staff members and volunteers are informed about the RECC Medical Conditions Policy and the medical management plan and risk-minimisation plan for the child.
- the child's parent/guardian are kept informed of any incidents related to the medical condition in accordance with the Incident Reports, Investigation and Notification Policy
- a child's parent/guardian can communicate any changes to the medical management plan and risk-management plan for the child, with changes to medication being documented and signed by the child's G.P. and parent/guardian.

### **ADDITIONAL INFORMATION RELATING TO ANAPHYLAXIS**

RECC recognises that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance. RECC also recognises that severe allergic reactions can occur when no documented history exists. See Appendix 1

To minimise the risk of anaphylaxis, RECC is a nut-free centre and staff are trained to provide a safe environment, including through regular checks of play areas for wasp nests, bee's nests and stinging ants etc. Staff are trained to observe symptoms of an allergic reaction and will immediately call 000 if symptoms arise. Room leaders and other staff members maintain current First Aid Certificates and are able to use an adrenaline auto-injection device and/or administer CPR if required.

RECC observes the four steps for the prevention of food anaphylactic reactions as recommended by the Australasian Society of Clinical Immunology and Allergy 2013:

1. Obtain medical information through the provision of a medical management plan
2. Train staff to recognise risk, understand risk mitigation actions, actions to undertake in the case of a sufferer having a severe allergic reaction and instruction on the use of an adrenaline auto-injection device
3. Practical strategies to avoid known triggers, including:
  - a record kept in the room of known triggers for each affected child
  - strict adherence to a 'nut free' environment
4. Age appropriate education for children.

For more examples of risk minimisation strategies refer to Appendix 4.

### **ADMINISTRATION OF FIRST AID**

In accordance with the National Regulations, there are four St John Ambulance Australia First Aid kits at the Centre. Suitably equipped First Aid kits are located in each of the four rooms in the following locations :

Nursery Washing sink

Toddlers Bathroom

Caterpillar (Junior Preschool) Bathroom

Butterfly (Preschool): Bathroom

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A First aid kit is kept in the playground out of reach of children when children are outside and first aid kits are also carried on all excursions. The Centre Director is responsible for ensuring that First Aid kits are replenished as soon as practical after they have been used.

At all times there is at least one staff member at the Centre immediately available with a current approved first aid qualification, current approved anaphylaxis management training and current approved emergency asthma management training. RECC manages this requirement by ensuring the Centre Director and all room leaders have up to date approved first aid qualifications and approved qualifications in anaphylaxis and emergency asthma management training. Approved first aid training is listed on the ACECQA website and the Centre Director is responsible for ensuring all first aid and related qualifications (eg. anaphylaxis and emergency asthma) are approved by the regulator. It is the responsibility of the Centre Director to ensure sufficient staff at the Centre have up to date training and qualifications and to maintain accurate records of approved training. It is the objective of the Centre that in addition to the minimum requirements in the National Regulations, all permanent staff have current approved first aid qualifications.

When first aid is administered to a child at the centre the details are recorded in accordance with the Incident, Injury, Trauma and Illness report..

### The Nominated Supervisor (Centre Director) will:

- ensure that enrolment records for each child includes a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, when emergency medical treatment is required or delegate this responsibility.

### In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident as soon as practicable after the incident;
- the person administering first aid is responsible for completing the incident/illness/injury/trauma record and submits to the person responsible for verification and signing by parent or guardian, i.e. Senior Educator / Nominated Supervisor.

### **SELF ADMINISTRATION OF MEDICATION BY CHILDREN OVER PRESCHOOL AGE**

Children at RECC are not permitted to self-administer medication.

### **RELATED POLICIES/PROCEDURES**

Enrolment and induction Policy

Food and Nutrition Policy

Reviewed and updated in July 2015 with approval from RECC Management Committee

## Medical Conditions Policy

Illness, Injury, Trauma and Illness Record

Incident reports, Investigation and Notification Policy

Medication Policy

Privacy Policy

Safe Environment Policy

### **REFERENCES/RESOURCES**

Australasian Society of Clinical Immunology and Allergy, *Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Preschools and Childcare*, March 2015

[www.allergy.org.au](http://www.allergy.org.au)

*Education and Care Services National Regulations 2011.*

ACECQA 'First aid qualifications and training',

[www.acecqa.gov.au/qualifications/approved-first-aid-qualifications/](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications/)

[www.allergy.org.au](http://www.allergy.org.au).