

## D-1 Dealing with Medical Conditions

### NQS

QA. 1.1.1	Approved learning framework.
QA. 2.1	Health
QA. 2.1.2	Health practices and procedures.
QA. 2.2	Safety.
QA. 2.2.2	Incident and emergency management.
QA. 5.1	Relationships between educators and children.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 6.1.2	Parent views are respected.
QA. 6.1.3	Families are supported.
QA. 6.2.2	Access and participation.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

### National Regulations

Reg. 90	Medical conditions policy
Reg. 91	Medical conditions policy to be provided to parents
Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 155	Interactions with children
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 173	Prescribed information to be displayed

### My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
	Children and young people learn to interact in relation to others with care, empathy and respect
LO. 3	Children and young people become strong in their social and emotional wellbeing

## Policy Statement

We will work closely with children, families and, where relevant, schools and other health professionals to manage medical conditions of children attending the Centre. We will support children with medical conditions to participate fully in the day-to-day program at the Centre in order to promote their sense of wellbeing, connectedness and belonging at the Centre. Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality.

## Related Policies

- Concord OSHC Policy A-4: Enrolment
- Concord OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Concord OSHC Policy A-17: Privacy and Confidentiality
- Concord OSHC Policy C-3: Staff Orientation and Induction
- Concord OSHC Policy C-9: Relief Staff
- Concord OSHC Policy D-13: Illness and Infectious Diseases
- Concord OSHC Policy D-15: Allergies
- Concord OSHC Policy D-16: Asthma
- Concord OSHC Policy D-17: Anaphylaxis
- Concord OSHC Policy D-20: Medication

## Procedure

Parents will be required to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded by the parent/guardian through the enrolment process. Parents are to notify the centre if new medical conditions arise after enrolment.

Upon notification of a child's medical condition the service will provide the parent with a copy of this policy in accordance with regulation 91.

Doctor Diagnosed medical conditions will require the completion of a medical management plan with the child's doctor and parent. This will need to be provided to the centre on enrolment. Specific information regarding the types of plans required are listed in the appropriate policies on Asthma, Allergies, Anaphylaxis etc.

It is a requirement of the Centre to meet its regulatory obligations that a risk minimisation plan and a communication plan (RMCP) be developed in consultation with the parents. The Nominated Supervisor will meet with / communicate with the parents and/or relevant health professionals as soon as possible after enrolment to determine content of that plan to assist in a smooth and safe transition of the child into the Centre. The content of planning will include:

- Identification of any risks to the child or others by their attendance at the Centre

- Identification of any practices or procedures that need adjustment at the Centre to minimise risk
- Process and timeline for orientation procedures for educators
- Methods for communicating between parents and educators any changes to the child's medical management plan

The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition (in accordance with regulation 90).

All educators will be informed of any special medical conditions affecting children and orientated to their management (see C-3: Educator Orientation Policy). All educators are to read the Risk Minimisation and Communication Plan (RMCP) and then sign and date it.

All medical conditions, including food allergies will be placed on posters pinned up on the wall around food preparation areas. It is deemed the responsibility of every educator to read and refer to the list at the commencement of every shift.

All relief educators will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving the child (see C-9: Relief Staff Policy).

Where a child has a life-threatening food allergy, the Centre will endeavour to refrain from supplying the particular food allergen in the Centre and families in the Centre will be advised not to supply that allergen. Parents of children with an allergy may be asked to supply a particular diet if required (e.g., soy milk) (see D-15 Allergies Policy). The Centre Director will communicate with the families of children with severe allergies to source alternate food products that are allergen free that the children enjoy eating.

All Parents and Educators will be informed of procedures relating to administration of Medication, including self-administration (see D-20 Medication Policy)

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Disability Discrimination Act 1975
- NSW Anti-discrimination Act 1977
- Work Health and Safety Act 2011
- Privacy Act 1988

Endorsed: 12/06/2024

Review date: 12/06/2026