CHILDREN’S HEALTH AND SAFETY

**MEDICAL CONDITIONS POLICY**

**Policy:** The centre will facilitate effective care and health management of children with acute and chronic episodes of illness and medical emergencies.

**Background**: Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Our service is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this service. Our service is also committed to ensuring our educators are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times.

**Goals:** Our education and care service will minimise the risks around medical conditions of children by:

 Collaborating with families of children with diagnosed medical conditions to develop an action plan for their child;

 Informing all staff, including casual staff, and educators, of all children diagnosed with a medical condition and the action plan procedures for these, and ensuring all children with diagnosed medical conditions have a current action plan that is assessable to all staff.

 Providing families with relevant information about identified medical conditions of children enrolled at the service with strategies to support the implementation of the action plan;

 Ensuring all staff are adequately trained in the administration of emergency medication.

**Practices:**

 Ensure that any parent with a child enrolled at the service that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this Medical Conditions policy;

 Inform parents of the requirement to provide the service with a medical management plan of their child’s condition;

 Collaborate with families of children with medical conditions to develop a risk management plan to ensure the child’s safety and wellbeing:

* to ensure that the risks relating to the child’s specific health care need, allergy or relevant medical condition are assessed and minimised; and
* if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
* if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
* to ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child’s medical management plan and the location of the child’s medication are developed and implemented; and

o if relevant, to ensure that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child’s medical practitioner in relation to the child’s specific health care need, allergy or relevant medical condition are developed and implemented; and

 Ensure that staff are adequately trained in procedures contained in the medical management plan; and

 Inform other families enrolled at the centre of the need to prohibit any items which may present a hazard to children with diagnosed medical conditions.

**Communication and display of medical information**

 Ensure all medical management and risk management plans are accessible to all staff;

 Ensure that all plans are current and kept up to date;

 Develop a communication plan to ensure that relevant staff members and volunteers are informed of the medical conditions policy, the medical management plan and risk management plan for the child;

 Develop a communication plan to ensure that parents can communicate any changes to the medical management plan and risk management plan; and

 Update the communication plan as needed;

 Ensure they are aware of enrolled children with medical conditions and be familiar with the medical management and risk management plans of each child diagnosed with a medical condition; and

 Will consult the communication plan to ensure they are aware of their communication responsibilities.

**Documentation and record keeping**

 Ensure records are confidentially stored for the specified period of time as required by the Regulation.

 Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

 Complete a Medication Record when a child receives emergency medication; and

 Will provide parents with a copy of the Medication Record.

 **Policy Availability**  The medical conditions policy will be readily accessible to all educators, staff, families and visitors, and ongoing feedback on this policy will be invited.

**Related Policies**  Asthma Policy Managing Seizures Policy Diabetes Policy

Policy Reviewed and amended Feb 2015, reviewed Feb 2016, Feb 2017 Feb 2018