



Background

Childcare legislation recognises that children with existing medical conditions attend early education and care services. In order to uphold the safety and wellbeing of these children at all times, it requires educators to be trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. Legislation also requires that educators must know the precise response expected of them for each individual child as detailed in a current Medical Management Plan for that child provided by the child's parent(s).

Policy statement

This Policy details how the Service ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor.

Strategies and practices

- The Service makes every endeavour to maintain inclusive enrolment practices. However, no child will be enrolled in the Service until the educators have completed appropriate training from a credible organisation so that they have been provided with the knowledge and skills required to meet that child's specific, identified medical needs.
- At enrolment, parents are required to complete an enrolment form for their child. The form includes provision for parents to detail any medical conditions or specific health care need their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy). In addition, the Nominated Supervisor purposefully directs parents' attention to this section of the enrolment form, and emphasises the need for accurate and complete information for the Service to effectively meet the child's medical needs. Refer to the *Service's Enrolment and Orientation Policy*.
- Whenever a child who has been diagnosed at risk of anaphylaxis is enrolled in the Service, a notice to this effect will be prominently displayed in the entrance. (Prescribed Information)
- Parents are asked to provide the Service with any Medical Management Plan (e.g. ASCIA Action Plan for Anaphylaxis (Personal), Asthma Care Plan for Education and Care Services) from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Service to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- The Service uses the Medical Conditions Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation and Communications Plan for their child. The Medical Conditions Risk Minimisation and Communications Plan identifies the possible risks

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to the child's specific condition or health care need while at the Service (e.g. exposure to known allergens) so that those risks can be minimised. Further it ensures communication processes are in place so that, at all times, OSHC educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Service is guided by templates from recognised authorities such as Anaphylaxis Australia, Asthma Australia, and the Australian Society for Clinical Immunology and Allergy when developing the [Medical Conditions Risk Minimisation and Communications Plan](#).

- The Service requires parents to provide any updates to their child's Medical Management Plan (e.g. at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued, new photograph), and at other times when the Nominated Supervisor requests updates as agreed in the [Medical Conditions Risk Minimisation and Communications Plan](#).
- A copy of the Medical Management Plan is kept where the child's medication is stored. At Jindabyne OSHC families may choose to keep the child's medication separate if there is already medication in the SMGS first aid room which Jindabyne OSHC have access.
- With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Service, including food preparation and eating areas. A copy of the Medical Management Plan is taken on any excursion the child attends.
- All parents a when they enrol their child are asked if their child has a medical condition. If so they are given a copy of our medical conditions policy. In addition, if the parents have advised that their child has a specific health care need, the Nominated Supervisor discusses the Policy in detail with them, and gives them the opportunity to ask any questions necessary to ensure they understand the Policy.
- All medical details held by the Service are kept confidential. Refer to the *Service's Privacy and Confidentiality Policy*.
- The Service takes every precaution to ensure that no child who has been prescribed medication in relation to a specific health care need, allergy or relevant medical condition attends the Service without that medication.
- As stated on the Administration of Medication Policy, medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency. When medication has been administered, the Nominated Supervisor ensures that the child's parent(s) and emergency services are notified as soon as practicable. If the child is under a Medical Management Plan, the parent will also be advised to consult their doctor with a view to updating that Plan.
- Whenever a child diagnosed as at risk of anaphylaxis is enrolled in the Service, a notice is displayed prominently of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service.

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- The Nominated Supervisor communicates the specific health needs of each child to all staff/educators and shows them where copies of the Medical Management Plan and any medication for the child are kept. They are given the opportunity to ask questions to clarify that they fully understand the child's medical needs and their responsibilities attending to those needs, particularly the importance of strictly adhering to the Medical Management Plan. The Nominated Supervisor ensures that any updates are promptly conveyed to all staff/educators.
- The Nominated Supervisor provides all students and volunteers with an orientation before they commence at the Service. The orientation includes information about specific health care needs, where Medical Management Plans are displayed, and where the children's medication is kept. The Nominated Supervisor stresses the importance of students and volunteers alerting Service educators immediately if they have any concerns regarding the health and wellbeing of any child.
- The Nominated Supervisor will ensure that any Medical Management Plan provided for a child diagnosed with diabetes specifies whether the child has Type 1 or Type 2 diabetes, and provides explicit directions on how to meet the child's medical needs such as variations in glucose levels (e.g. fast acting sugar foods followed by food with complex carbohydrates, fat, and protein). A Plan similar and equal to the Early Childhood Education and Care Setting (Twice daily injections) Diabetes Action Plan 2018 is expected. Parents will be required to provide all hypo treatment foods packaged in serve size bags or containers.
- The contact numbers of emergency Service are displayed beside all telephone outlets in the Service.
- All autoinjectors and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the *Service's Administration of Medication Policy*.
- First Aid kits are located where educators can readily access them in an emergency. Refer to the *Service's Incident, Injury, Trauma and Illness Policy*.
- Educators ensure that tables and bench tops are cleaned effectively before and after the children eat. When the food is delivered to the rooms, educators ensure the child at risk of anaphylaxis only eats food that has been prepared according to the parents' instructions which have been detailed on an Individual Child's Medical Conditions Placement.
- Educators intentionally teach children about food allergies, and especially encourage them to understand, accept and include children with allergies. They also explain why it is important not to share food.
- At enrolment, parents are informed of the brand and contents of the sun protection cream used in the Service. Parents provide their own alternatives as they wish.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training. The required number of educators with these qualifications and positioned near children meet regulatory requirements at all times, including on excursions.

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- Educators intentionally teach young children about health and safety. This includes making children aware that they and/or their friends may need to take special care about some matters (e.g. the type of food they eat, the brand of sunscreen they use).
- In the event of an incident relating to a child under a Medical Management Plan, that Plan must be followed explicitly. An Incident, Injury and Trauma Record is to be completed.
- At this time, the Service has no children who administer their own medication. However, should a specific need arise the Service's practices will be adjusted to meet that need.

Responsibilities of parents

- To inform the Service of any updates to their child's Medical Management Plan.
- To ensure the child's medication is brought to the Service every time the child attends the Service. Unless already available at the service.
- To ensure that their child's specific requirements, such as all hypo treatment foods packaged in serve size bags or containers, are brought to the Service whenever their child attends.

Procedure and forms

- Incident, Injury and Trauma Record

Links to other policies

- Administration of Medication Policy
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Food Preparation, Storage and Handling Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition, Food and Beverage Policy
- Students, Volunteers and Visitors Policy

Links Education and Care Service National Regulations 2011, National Quality Standard 2011

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement— anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

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	136	First aid qualifications
	168	Education and care services must have policies and procedures
	173	Prescribed information to be displayed
	176	Time to notify certain information to Regulatory Authority
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Sources

- Asthma Australia. *Asthma Basic Facts 2020*. https://asthma.org.au/wp-content/uploads/2020/05/AABF2020-Asthma-Basic-Facts-DL_v6_digital.pdf accessed 30 December 2020
- Asthma Australia. *Asthma Care Plan for Education and Care Services*. https://asthma.org.au/wp-content/uploads/About_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4_2019.pdf accessed 30 December 2020
- Australian Society of Clinical Immunology and Allergy. *Fact Sheet for Parents - Anaphylaxis - in English and Other Languages*. <https://www.allergy.org.au/hp/anaphylaxis/fact-sheet-for-parents-anaphylaxis> accessed 30 December 2020
- Australian Society for Clinical Immunology and Allergy. (n.d.). *ASIA Action plan for anaphylaxis*. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> accessed 30 December 2020
- Diabetes Australia. *Government support for diabetes management plans for children in school and preschool*. <https://www.diabetesaustralia.com.au/news/13852?type=articles> accessed 30 December 2020
- Diabetes Tasmania. *Early Education and Care Setting. Twice Daily Injections. Diabetes Action Plan 2018*. <https://www.diabetestas.org.au/Portals/0/2018%20TAS%20Action%20Plan%20TDI%20ECEC.pdf?ver=2018-02-05-144532-173> accessed 30 December 2020
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2011
- National Asthma Council Australia. *Kids' First Aid for Asthma Chart*. <https://www.nationalasthma.org.au/living-with-asthma/resources/patients-carers/charts/kids-first-aid-for-asthma-chart> accessed 30 December 2020
- National Diabetes Services Scheme. *Understanding Diabetes. Type 1 Factsheet*. <https://www.ndss.com.au/wp-content/uploads/fact-sheets/fact-sheet-understanding-type1-diabetes.pdf> accessed 30 December 2020
- National Diabetes Services Scheme. *Understanding Diabetes Type 2 Factsheet*. <https://www.ndss.com.au/about-diabetes/resources/find-a-resource/understanding-type-1-diabetes-fact-sheet/> accessed 30 December 2020

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Further reading and useful websites (Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)

- Allergy & Anaphylaxis Australia – <http://www.allergyfacts.org.au/> accessed 30 December 2020
- Anaphylaxis Australia. *What is anaphylaxis?* <https://www.allergyfacts.org.au/allergy-anaphylaxis/what-is-anaphylaxis> accessed 30 December 2020
- Asthma Australia – <https://www.asthmaaustralia.org.au/> accessed 30 December 2020
- Asthma Australia. (2019). *Asthma Australia Resources*. <https://www.asthmaaustralia.org.au/qld/about-asthma/resources> accessed 30 December 2020
- Asthma Australia. *Asthma care plan for education and care services*. https://asthma.org.au/wp-content/uploads/About_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4_2019.pdf accessed 30 December 2020
- Australian Society for Clinical Immunology and Allergy (ASCIA) – <http://www.allergy.org.au/> accessed 30 December 2020
- Diabetes Australia. (2017). *Request a Resource*. <https://www.diabetesaustralia.com.au/request-a-resource> accessed 30 December 2020
- Diabetes NSW & ACT– <http://diabetesnsw.com.au/> accessed 30 December 2020

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	14 January 2019	Dr Brenda Abbey (Author)	Updated references.	
3	25 January 2020	Dr Brenda Abbey (Author)	Updated references.	
4	8 August 2020	Dr Brenda Abbey (Author)	Included Service’s intent re enrolling children with identified medical conditions, sign to be displayed Regulation 172(2)(f)(i), additional information about diabetes. Added to and updated references.	
5	14 August 2020	Dr Brenda Abbey (Author)	Included: information about the asthma, diabetes and anaphylaxis; information regarding the signs/symptoms that a child is having a medical emergency related to their medical condition or the first aid management relating to this (for asthma and anaphylaxis); notice that a child who is diagnosed as at risk of	

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			anaphylaxis is enrolled at the service	
6	29 November 2020	Dr Brenda Abbey (Author)	Updated references.	
7	30 December 2020	Dr Brenda Abbey (Author)	Updated references.	
8	1 March 2021	Kylie Showman	Added Risk minimisation and communication plan to policy	January 2022 (unless required earlier)

Medical Conditions Risk Minimisation Plan and Communication Plan

Child's Name

Specific health care need, allergy or diagnosed medical condition:

Medical risks at the service and how these are minimised:

- Anaphylaxis, asthma and first aid trained educators are on the premises at all times.
- The medical management plan, risk minimisation plan and medication are accessible to all educators. A copy of the medical management plan and risk minimisation plan will be stored in the child's main classroom, with the child's medication, with the First Aid Kit.
- The child's medication is stored in the first aid cupboard. The child's Auto-Injector/Asthma medication is accessible in the environment where educators are supervising the child (this may be an excursion)
- Service emergency asthma kit is stored in evacuation bag.
- The child's medication will be checked monthly to ensure it is current and has not expired.
- If we have a child with anaphylaxis enrolled at the centre, there is a notification of child at risk of anaphylaxis displayed in the front foyer with other prescribed information.
- The Nominated Supervisor will identify all children with specific health care needs, allergies or diagnosed medical conditions to all new educators, staff, volunteers and students, and ensure they know the location of the child's medical management plan, risk minimisation plan and medication.
- Parents are required to authorise administration of medication on medication record, and educators will complete administration of medication record whenever medication is provided.
- The Nominated Supervisor will notify the parents of any allergens that pose a risk to the child.
- The service will display the child's picture, first name, medication held, and brief description of allergy/condition on a poster in all children's rooms and prominent places to alert all staff, volunteers and students. It is necessary to get parents approval for this or the information must be displayed so it is not visible to other families and visitors to protect the child's privacy.

The triggers for the child's health care need, allergy or medical condition are:

(List triggers using medical management plan and information from parent):

What educators, staff and volunteers will do to minimise effect of triggers:

*(This must be written in response to known allergens or child's health care needs.
Service may have a separate section for kitchen staff if child has an allergy to a food.)*

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Medical Communication Plan

Educators:

- will complete an Incident, Injury, Trauma and Illness form and advise you when your child requires medication where this has not previously been authorised (for a specific day or time).
- may enquire about the child's health to check if there have been any changes in their condition or treatment
- advise parents if child's medication needs to be replenished.

The Nominated Supervisor will:

- advise all new educators, staff, volunteers and students about the location of the child's medical management plan, risk minimisation plan and medication as part of their induction
- review the child's medical management plan, risk minimisation plan and medication regularly at staff meetings, and seek feedback from educators about any issues or concerns they may have in relation to the child's medical condition
- regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child's medical management plan, risk minimisation information and medication information through emails and verbal communication.
- update a child's enrolment and medical information as soon as possible after parents update the information.

Parents will:

- Give advice to the Nominated Supervisor of changes in the medical management plan or medication via email as soon as possible after the change, and immediately provide an updated medical management plan, medication and medication authorisation (if relevant)
- provide an updated medical management plan annually, whenever it is updated or prior to expiry
- provide details annually in enrolment documentation of any medical condition
- advise educators verbally or in writing on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms if known
- ensure the service has adequate supplies of the child's medication.

A copy of the Medical Conditions Policy is attached.

I/we agree to these arrangements, including the display of our child's picture, first name, medication held and location, and brief description of allergy/condition on a poster in all children's rooms and prominent places to alert all staff, volunteers and students.

Parent/s signature _____

Nominated Supervisor _____

Date

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DISPLAY OF ASTHMA/ANAPHYLAXIS/ALLERGY INFORMATION ACKNOWLEDGEMENT

At Jindabyne OSHC, our number one goal is to keep all children in our care safe. This also includes protecting children who have allergies. To fully protect children with allergies, we:

- Display your child's photo and Medical Emergency Plan in places that are accessible to staff, and occasionally, other families or members of the public. This is to protect your child, should an educator/staff member unknown to your child be in the room, by listing all children who have allergies on the wall in their classroom, the kitchen, the staff room and the office with their photo, and in the first-aid kit in the emergency evacuation bag.

This ensures ALL staff know at an instant which child have a medical condition. Once again, other families and members of the public may occasionally gain access to these areas.

With the above in mind, along with our upholding of Privacy Laws and in ensuring that Jindabyne OSHC respects your privacy, we will only display your child's medical information if you give us permission to do so.

If you do not give us permission, your child's Medical Alert will be only shown to staff and then filed away in a secluded place. While we do not advocate this, as we feel it could jeopardise your child's health/life if they were to ever have a reaction. We respect that it is a parent's right if you do not agree to us displaying your child's allergy/asthma details.

Please fill in the below, sign and return:

I, _____ give OR do not give
(please cross out whichever option is NOT applicable)

Jindabyne OSHC permission to display my child, _____ medical information, which will also include my child's photo and name.

Signed: _____

Date: _____