

To support children's wellbeing and manage precise health requirements, our Centre will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are developed and implemented. We aim to efficiently respond to and manage medical conditions at the Centre ensuring the safety and wellbeing of children, staff, families and visitors.

Our Centre is committed to adhering to privacy and confidential procedures when dealing with individual health requirements. There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy or medical condition is enrolled at the centre. Key requirements must be in place prior to the child commencing at the Centre to ensure their individual health and safety.

The centre will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The centre will adhere to privacy and confidentiality procedures when dealing with individual health needs.

## **The Centre:**

A copy of the Medical Conditions Policy must be provided to all Educators and volunteers at the centre annually. The policy must also be provided to parents of children upon enrolment at the Centre whose child has been identified as having a specific health care need or allergy.

A copy of the relevant policies will also be provided to parents of children enrolled at the centre as identified as having a specific medical condition including Asthma, Diabetes, Epilepsy, and Anaphylaxis. Management of these medical conditions is controlled by the following policies;

- Anaphylaxis Management and Severe Allergy Policy
- Asthma Policy
- Diabetes Policy
- Epilepsy Policy

*The Nominated Supervisor is responsible for:*

- Ensuring that all educators/staff and volunteers are provided with a copy of this policy and have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Ensuring relevant educators/staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs
- Ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for at Brunswick Creche & Day Nursery
- Families provide required information on their child's medical condition, including
  - Medication
  - Allergies
  - Medical Practitioner contact details
  - Medical Management Plan
- A Medical Management Plan/Risk Minimisation Plan has been developed in consultation with families and the child's medical practitioner.
- Educators have emergency contact information for the child.
- Casual Staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the Centre's procedures for dealing with emergencies involving allergies and anaphylaxis.
- A copy of the child's medical management plan is visibly displayed and known to staff in the Centre.



- A child is not enrolled at the Centre without a Medical Management Plan and prescribed medication by their medical practitioner. In particular, medication that is life threatening such as asthma inhalers, adrenaline auto injection devices and Insulin.
- Implementing this policy at and ensuring that all educators/staff follow the policy and procedures set out within Ensuring that the Emergency call information is displayed near all telephones
- Identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the Approved Provider, that educators/staff access appropriate training
- Ensuring food preparation, food service and relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and procedures for dealing with emergencies involving allergies and anaphylaxis
- Ensuring a copy of the child's medical management plan is visible and known to staff at Brunswick Creche & Day Nursery. Prior to displaying the medical management plan, the Nominated Supervisor must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- Administering medications as required, in accordance with the procedures outlined in the BC&DCN's Administration of Medication Policy
- Maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within BC&DN.
- Risk minimisation practices will be carried out to ensure that the centre is to the best of our ability providing an environment that will not trigger an anaphylactic reaction in a child. These practices will be documented and reflected upon, with any practice that may be discovered amended to decrease risk. For example, a procedure to ensure that the child is never at the centre without their EpiPen or relevant medication.
- Practice of adrenaline auto-injection devices will be undertaken regularly, preferably quarterly, and recorded. All licensed children's Centre's are provided with Anaphylaxis Resource Kits by Victorian authorities, which will be used to practice with. This includes a training auto-injection device. This will be stored separately to a child's medication to ensure that there is no confusion.
- Provide support and information to the centre's community about resources and support for managing allergies and anaphylaxis.

*Educators/staff are responsible for:*

- Ensuring that children do not swap or share food, food utensils or food containers
- Communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the BC&DN is current
- Being aware of individual requirements of children with specific medical conditions
- Monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor
- Adequately supervising all children, including those with specific medical conditions
- Informing the Nominated Supervisor of any issues that impact on the implementation of this policy
- Ensuring food preparation, food service and relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the centre's procedures for dealing with emergencies involving allergies and anaphylaxis
- Ensure that the auto-injection device kit is stored in a location that is known to all educator, including relief educator; easily accessible to adults (not locked away); within the expiry date inaccessible to children; and away from direct sources of heat.
- In the event that a child suffers from reaction, incident, situation or event related to a medical condition the Centre and staff will:
  - Follow the child's Emergency Medical/Action Plan.
  - Call an ambulance immediately by dialing 000
  - Commence first aid measures/monitoring



- Contact the parent/guardian
- Contact the emergency contact if the parents or guardian can't be contacted
- Notify the regulatory authority (within 24 hours)
- Educators should be educated to recognise how serious anaphylaxis is and undertake the steps that need to be taken in order to minimise the possibility of occurrence. The centre will maintain the following in relation to educator qualifications for anaphylaxis:
  - The centre will ensure that all educators have completed first aid and anaphylaxis management training. After this, educators will complete training at least every 3 years from the date their qualification was issued.
  - The centre will ensure that all educators in all Centre's whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months.
  - The centre will also ensure that all relief educators used by the centre adhere to these qualification requirements.

*Parents/guardians are responsible for:*

- They provide management with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal communication/meetings.
- The Centre enrolment form is completed in its entirety providing specific details about the child's medical condition.
- Informing BC&DN of their child's medical conditions, if any, and informing BC&DN of any specific requirements that their child may have in relation to their medical condition
- Developing a risk minimisation plan in consultation with the Parents
- Providing a medical Action Plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs.
- Provide supplies, equipment and medication related to the care of the diagnosed medical condition and replenish as needed
- Notifying the Educators or the Nominated Supervisor of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- Informing the Nominated Supervisor of any issues that impact on the implementation of this policy by the centre.
- If a child requires special medical procedures or support that are outside of our everyday practices, parents are required to support the Centre in obtaining appropriate training and written authorisation for Educators
- Parents will be asked not to send food with their children that contain high allergenic elements even if their child does not have an allergy. For example, a sign in the foyer reminding families not to send food with high allergenic elements to the centre even if their child doesn't have an allergy.

**Management of Medical Conditions:**

The Centre is committed to ensuring the inclusion of children with diagnosed medical conditions within its programs and to providing a safe and caring learning environment for these children. Inclusive programs encourage and allow all children genuine opportunities to participate in early learning programs.

Any child enrolled in the Centre with a diagnosed medical condition will be required to have an Individual Health Management Plan signed by their medical practitioner outlining the required management of the medical condition.

The Nominated Supervisor, Educators and volunteers will be notified of any child with a medical condition. If a child is enrolled at the centre with a diagnosed medical condition such as:

- Asthma
- Diabetes
- Allergies



- Anaphylaxis
- Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the centre.
- Any Medical Management Plan put forward by a child's parents and/or registered medical practitioner. The Medical Management Plan must be used to inform the Medical Conditions Risk Minimisation Plan. Parents are responsible for updating their child's Medical Management Plan as necessary and will be regularly reminded by the centre as per the Medical Management Communications Plan.

*Important Note:*

Under the Education and Care Services National Regulations children with a diagnosed medical condition that require medication must not attend the Centre without their medication which has been prescribed by the child's medical practitioner in relation to their specific health care need, allergy or relevant medical condition.

### **Medical Management Plan**

- Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should:
  - Have supporting documentation if appropriate
  - Include a photo of the child
  - If relevant, state what triggers the allergy or medical condition
  - Include first aid needed
  - Include contact details of the doctor who signed the plan
  - State when the plan should be reviewed
- A copy of the Medical Management Plan will be displayed for Educators and Staff to see to ensure the safety and wellbeing of the child.
- The centre must ensure the medical management plan remains current and up to date all times.

### **Risk Minimisation Plan**

To promote consistency and ensure the welfare of all children using the centre, we will follow all health, hygiene and safe food policies and procedures. Any allergens that may be present at the centre will be communicated to parents and addressed through the Medical Risk Minimisation Plan.

All children with a diagnosed medical condition must have a Risk Minimisation Plan in place.

A meeting will be arranged with the parents/guardian as soon as the Centre has been advised of the medical condition. During this meeting a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
- That practices and procedures in relation to the safe handling, preparation and consumption and centre of food are developed and implemented
- To ensure that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- Practices ensuring that all staff members and volunteers can identify the child, the child's medical plan and the location of the child's medication are developed and implemented
- 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 need, allergy or relevant medical condition
- Plan(s) in conjunction with parents/guardians will be reviewed at least annually and/or will be revised with each change in the Medical Management Plan
- Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day



- Educators will notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
- Educators will ensure appropriate hygiene practices are followed when managing medical conditions in line with the Control of Infectious Diseases Policy

Whilst developing the Risk Minimisation Plan and to minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, the centre will consider and implement the following:

- While not common, anaphylaxis is life threatening. Anaphylaxis is a severe allergic reaction to a substance. While prior exposure to allergens is needed for the development of true anaphylaxis, severe allergic reactions can occur when no documented history exists.
- Be aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.
- Anaphylaxis can be caused by insect bites such as bees or wasps but is usually caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts and in children eggs and cow's milk.
- Other common groups of substances which can trigger allergic reaction or anaphylaxis in susceptible children include:
  - All types of animals, insects, spiders and reptiles.
  - All drugs and medications, especially antibiotics and vaccines.
  - Many homeopathic, naturopathic and vitamin preparations.
  - Many species of plants, especially those with thorns and stings.
  - Latex and rubber products.
  - Band-Aids, Elastoplast and products containing rubber based adhesives.
- Educators should be on the lookout for symptoms of an allergic reaction, as per their training. Educators should be on the lookout for symptoms as they need to act rapidly if they do occur. Educators should immediately call 000 if symptoms arise. If you know an educator or child is prone to anaphylaxis reactions, and they carry an EpiPen® it should be injected by an educator trained in first aid. DRS ABCD should be initiated should the educator or child stop breathing.
- However, steps should be taken to prevent anaphylaxis occurring as outlined below:
  - Upon enrolment, seek medical information from parents about any known allergies. Ask parents for supporting documentation as well as a Medical Management Plan. This Risk Minimisation Plan should include a photo of the child, what triggers the allergy, first aid needed and contact details of the doctor who has signed the plan. This should be kept on the child's enrolment file and also be displayed in the centre, in an area where all educators can easily access near a telephone. A copy should also be kept where the child's medication is stored. If the child is taken on an excursion, a copy of the management plan should be taken on the excursion. Should a child be known to have allergies requiring medication if a reaction occurs, the parents will be asked to provide the medication. Furthermore, should the child's treatment change, families are asked to provide the centre with a new Medical Management Plan from their child's medical practitioner. Documentation will then be updated at the centre.

### Communication Plan

A communication Plan will be developed and implemented to encourage ongoing communication between parents/guardians and the educators regarding the current status of the child's health and dietary needs.

- All relevant staff members and volunteers are informed about the medical conditions policy and the Individual Health Management Plan and Risk Minimisation Plan for the child; and
- Creating an individual child communication Plan so that a parent can communicate any changes to the Individual Action Plan and Risk Minimisation Plan for the child.

At all times, families who have a child attending the Centre who have a diagnosed medical condition will be provided with a copy of this policy which includes a communication and any other relevant policies.



## Training and Rostering

- The Educator roster must ensure that the following listed qualifications are current and available at all times. The required qualifications can be held by a single rostered Educator or shared as per the regulations, as follows:
- At least one educator who holds a current approved first aid qualification;
- At least one educator who has undertaken current approved anaphylaxis management training;
- At least one educator who has undertaken current approved emergency asthma management training.
- Staff will be provided training in the management of any other medical condition that has been diagnosed of a child in the Centre. This training or information will be from the recognised authority of the condition i.e. Epilepsy Australia, and Diabetes Australia.

Below are links to organisations that provide specialist advice, medical management templates or training in the management of specific health care needs, allergies or medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

### Organisations:

- **Diabetes**
  - Diabetes Australia [www.diabetesaustralia.com.au](http://www.diabetesaustralia.com.au)
  - Australian Diabetes Society [www.diabetessociety.com.au](http://www.diabetessociety.com.au)
- **Anaphylaxis and allergies;**
  - Australian Society of Clinical Immunology and Allergy [www.allergy.org.au](http://www.allergy.org.au)
  - Allergy and Anaphylaxis Australia [www.allergyfacts.org.au](http://www.allergyfacts.org.au)
  - Royal Children’s Hospital, Department of Allergy and Immunology [www.rch.org.au/allergy](http://www.rch.org.au/allergy)
- **Asthma**
  - National Asthma Council Australia [www.nationalasthma.org.au](http://www.nationalasthma.org.au)
  - Asthma Australia [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)

Volunteers and students, while at the centre, are responsible for following this policy and its procedures.

**Source:** Education and Care Services National Regulations 2011, National Quality Standard

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National Quality Standard – NQS		
Quality Area 2: Children’s Health and Safety		
2.1	Health	Each child’s health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Education and Care Service National Regulations		
90	Medical conditions policy	
91	Medical conditions policy to be 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
<b>Early Years Learning Framework</b>	
<b>Learning Outcome 3: Children have a Strong Sense of Wellbeing</b>	
Children are happy, healthy, safe and connected to others.	
Educators promote continuity of children’s personal health and hygiene by sharing ownership of routines and schedules with children, families and the community	
Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all	

