



# MEDICAL CONDITIONS IN CHILDREN

## Aim

We are committed to providing a service that is accessible to all our villagers, regardless of their needs, conditions or requirements. As part of this policy, we aim to provide information on our procedures to manage serious medical conditions such as anaphylaxis, asthma and diabetes.

Carers, educators, management, healthcare professionals and families all have a role in ensuring children are kept safe and comfortable at all times, and their needs are being met. With effective management of medical conditions children will be able to participate in all aspects of quality care and Education.

## National Quality Standard

This policy links to the following NQS: National Quality Standards 2.1.1, 2.1.3, 2.1.4, 2.2.1, 2.3.2

## Links to other policies

- First Aid Policy
- Dealing with Infectious Diseases Policy
- Child Safe Environment Policy
- Keeping of Records Policy
- Privacy and Confidentiality Policy
- Excursion and Incursion Policy
- Emergency and Evacuation Policy

## Statutory legislation and consideration

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 90-96
- Work Health and Safety Act 2011



## Strategy

### KEY RESPONSIBILITIES

The role and effective communication of the different stakeholders is imperative to identify the medical needs, conditions and requirements of each child. It is only when specific records are kept up-to-date, may The Little Village secure the safety and comfort of each child.

### GENERAL APPROACH

- As The Little Village we want to teach children to be aware of their identified medical condition and become responsible for it.
- We believe that children should not be excluded, isolated or miss out on learning experiences due to their identified medical condition. Rather, they need to be modified to secure their inclusion.
- We believe by incorporating them in everyday practices by following the guidelines below, they may still safely participate in every learning opportunity, but be aware of the precautions that need to be taken.
- By highlighting the need for precaution, we aim to maintain the child's self-esteem and value as they will not be seen as deficient, or weak for not participating, rather give them strength through the knowledge of how to control their condition.
- This will give them the means to carry themselves into school without thinking that they are lacking. They are different – but so is everyone else.

### ROLE OF DIRECTOR/MANAGEMENT

- Provide and manage an efficient enrolment process that prompts parents to give detailed information about an identified medical condition of a child
- Provide a checklist to parents to identify diagnosed allergens, as well as foods or substances that should be avoided
- Collect information on the identified medical condition and work with parent/guardian to provide a medical management plan and to develop a risk minimisation plan together



- Ensure all staff, carers, educators as well as volunteers are aware of each risk minimisation plan created and the actions required if medical attention is needed
- Take every measurement to encourage all staff have first aid (every three years) and anaphylaxis (every 12 months) training to address and minimise potential risks
- Ensure that carers, educators and staff are trained in identifying signs of hypoglycaemia and hyperglycaemia
- Display Emergency Action Plan within the room that the respective child is in and that carers know how to enact the plan in case of the emergency
- Display Orange ASCIA Action Plan for Anaphylaxis in every room, close to the First Aid Cabinet
- Ensure Epi-Pen is in the respective room or taken on excursion with the child
- Ensure information and risk management is reviewed regularly with parent/guardian and healthcare service.
- Delegate a Medical Lead to update medical action plans regularly and ensure they have time 'off-the-floor' to check the records are updated correctly.

#### ROLE OF FAMILY

- Identify the known medical condition during process of enrolment
- Work with healthcare professional to provide an Emergency Action Plan for known allergens knowing that this will be displayed with the child's picture and details to be highly visible to carers, educators, staff and other visitors
- Work with the Director/Medical Lead to develop a risk management plan as well as a communication plan to determine future actions to remain current on medical condition
- Will keep director and room leader up-to-date with any changes to Emergency Action Plan, development of medical condition or new medication
- Provide medication in its original package with instructions on dosage and times to take it., according to the Administration of Medication Policy.
- Provide an Epi-Pen or equivalent in the event of known anaphylaxis, a spacer and Ventolin for asthma
- Be aware of the expiration date of medication and provide replacement when it is time





## ROLE OF STAFF VILLAGERS

- Are informed about the Medical Conditions Policy
- All staff understand that 38 degrees is identified as high temperature and required Panadol/nurofen with permission (written or verbal) or sent home
- Are informed of identified medical condition of a child
- Are aware of the requirements of any medical management plans (from doctors) and risk-minimisation plans (created on consultation with doctor, family and TLV)
- Be able to identify and recognise signs of a reaction relevant to a medical condition and provide the necessary first aid to minimise reaction
- Be updated on the child's treatment along with any regulatory changes that may affect practices for specific medical conditions
- Create a weekly summary of children with additional dietary needs to give to cooks
- Cooks to be aware of ALL ingredients and of the dietary needs of children
- Staff preparing food have current training on safe food-handling practices to reduce the risk of cross-contamination of unsafe foods
- Minimise risk to allergen exposure by actively reviewing ingredients used in play, craft and cooking play
- Actively supervise children during mealtimes to ensure children are not sharing foods that may cause a reaction
- Ensure all students, casuals and volunteers are aware of dietary needs of children and where to find this information. Orientation will explicitly point this out.
- Aware of the location of each child's medication
- Practice, role-model as well as supervise the Dealing with Infectious Diseases Policy to maintain hygiene and safe food-handling processes which may minimise exposure to allergens
- Ensure the child's self-esteem is maintained by highlighting that all children have differences and that their difference just requires management.

## ROLE OF MEDICAL LEAD

- Conduct a regular check to ensure there are no changes to Action Plans
- Review Action Plans yearly to ensure medications and steps are still relevant
- Ensure all medications are kept in a secured place and labelled correctly



- Liaise with parents to ensure up-to-date information is maintained
- Inform the staff and Nominated Supervisor of changes to Action Plans
- Ensure prescriptions are correct and action plans are dated within a year of giving any medication.