

	<p>Medication and medical procedures can only be administered to a child:</p> <ul style="list-style-type: none"> • with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (<i>Regulation 92(3)(b)</i>) • with two staff in attendance, one of whom must be an educator. One adult will be responsible for the administration of medication, the other will witness • if the medication is in its original container bearing the child's name, dose and frequency of administration <p>Refer to the <i>Early Years Policy - Administration of medication</i> for more information.</p> <p>Staff may require additional information from a medical practitioner where the child requires:</p> <ul style="list-style-type: none"> • multiple medications simultaneously • a specific medical procedure to be followed <p>If a child with a chronic illness or medical condition requires invasive clinical procedures or support and is accepted by the Service, it is vital that prior arrangements are negotiated with the parent/guardian, authorised nominees and/or appropriate health care workers to prepare in the event the child may require a procedure whilst in attendance at the Service. Parents/guardians and the Service should liaise with either the child's medical practitioner or allied health professionals to establish such an arrangement. Arrangements must be formalised following enrolment, and prior to the child commencing at the Service.</p>
<p>Definitions:</p>	<p>AV How to Call Card: a card that the service has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from http://www.ambulance.vic.gov.au/education/calling-triple-0.html</p> <p>Communication plan: a plan that forms part of the policy and outlines how the service will communicate with parents/guardians and staff in relation to the policy. The communication plan also describes how parents/guardians and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.</p> <p>Hygiene: the principle of maintaining health and the practices put in place to achieve this.</p> <p>Medical condition: in accordance with the <i>Education and Care Services National Regulations 2011</i>, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.</p> <p>Medical management plan: a document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.</p>

	<p>Risk minimisation: the implementation of a range of strategies to reduce the risk of an adverse effect from the mismanagement of a specific medical condition at the service.</p> <p>Risk minimisation plan: a service-specific plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children with specific medical conditions that require medical management plans, in consultation with staff at the service upon enrolment or diagnosis of the condition (refer to the <i>Early Years Anaphylaxis policy and procedure</i> for a sample risk minimisation plan).</p>
<p>References:</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) National Health and Medical Research Council: HTTPS://WWW.NHMRC.GOV.AU/ABOUT-US/PUBLICATIONS/STAYING-HEALTHY-PREVENTING-INFECTIOUS-DISEASES-EARLY-CHILDHOOD-EDUCATION-AND-CARE-SERVICES</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, p 62: HTTP://FILES.ACECQA.GOV.AU/FILES/NATIONAL-QUALITY-FRAMEWORK-RESOURCES-KIT/NQF-RESOURCE-02-GUIDE-TO-ECS-LAW-REGS.PDF</p>
<p>Related Policies:</p>	<p><i>Early Years Policy - Administration of First Aid</i> <i>Early Years Policy - Administration of medication</i> <i>Early Years Policy - Managing infectious diseases</i> <i>Early Years Policy - Anaphylaxis</i> <i>Early Years Policy - Asthma</i> <i>Early Years Policy - Diabetes</i> <i>Early Years Policy - Epilepsy</i> <i>Early Years Policy - Supervision of children</i> <i>Early Years Policy - Incident, injury, trauma and illness</i> <i>Privacy Policy</i></p>
<p>Related Legislation:</p>	<p><i>Education and Care Services National Law Act 2010: Section 173</i> <i>Education and Care Services National Regulations 2011: Regulations 90, 91, 96</i> <i>Health Records Act 2001 (Vic)</i> <i>National Quality Standard, Quality Area 2: Children's Health and Safety</i></p> <p>Standard 2.1: Each child's health is promoted Element 2.1.1: Each child's health needs are supported Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury</p>

National Quality Standard, Quality Area 7: Leadership and Service Management

Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community

Element 7.1.2: The induction of educators, co-ordinators and staff members is comprehensive

Occupational Health and Safety Act 2004 (Vic)

Public Health and Wellbeing Act 2008 (Vic)

Public Health and Wellbeing Regulations 2009 (Vic)

MANAGING MEDICAL CONDITIONS

Mandatory quality areas – 2 & 7

SCOPE

This policy applies to the staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Macedon Ranges Shire Council's Early Years Services including during offsite excursions and activities.

This policy should be read in conjunction with:

- Early Years Policy - Anaphylaxis
- Early Years Policy - Asthma
- Early Years Policy - Diabetes
- Early Years Policy - Epilepsy

RESPONSIBILITIES

The Approved Provider and Persons with Management or Control are responsible for:

- ensuring all staff and volunteers are provided with or have access to a copy of this policy with a clear understanding of the procedures and practices outlined within
- developing and implementing a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation
- ensuring educators/staff receive regular training in managing the specific health care needs of children at the service including asthma, anaphylaxis, diabetes, epilepsy and other medical conditions. This includes training in the management of specific procedures that are required to be carried out for the child's wellbeing
- 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 by the service
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service
- ensuring a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- ensuring parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies
- following appropriate reporting procedures set out in the *Early Years Policy - Incident, Injury, Trauma and Illness* in the event a child is ill, is involved in a medical emergency or an incident at the Service that results in injury or trauma

The Nominated Supervisor is responsible for:

- implementing this policy at the Service and ensuring all educators/staff follow this policy
- informing the Approved Provider of any issues which impact on the implementation of this policy
- ensuring AV How to Call Cards (refer definitions) are 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, educators/staff access appropriate training
- ensuring children do not swap or share food, food utensils or food containers
- 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 Service's procedures for managing emergencies involving allergies and anaphylaxis
- ensuring a copy of the child's Medical Management Plan is visible and known to staff in the Service. 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 (refer to *Privacy Policy*)
- ensuring educators and other staff follow each child's risk minimisation plan and medical management plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service
- administering medications as required, in accordance with the procedures outlined in the *Early Years Policy - Administration of medication*
- 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 the service

All staff are responsible for:

- ensuring 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 Service is current
- being aware of individual requirements of children with specific medical conditions and following their risk minimisation and medical management plans
- 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 which impact on the implementation of this policy

Parents/guardians are responsible for:

- informing the Service of their child's medical conditions, if any, and informing the Service of any specific requirements that their child may have in relation to their medical condition
- developing a risk minimisation plan with the Nominated Supervisor and/or other relevant staff members at the Service
- providing a medical management 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 colour 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

- notifying 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 service

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

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures