



Dealing With Medical Conditions in Children Procedure

Policy

The Dealing with Medical Conditions in Children Procedure falls under the Dealing with Medical Conditions in Children Policy. Hawthorn Early Years (the service) will provide a safe, inclusive and supportive environment for children with medical conditions. This will be achieved through the development and use of individual medical management plans supported by clear and comprehensive procedures.

Application of Procedure

This procedure applies to the management of any child enrolled at the Service who has a diagnosed health care need, allergy or relevant medical condition.

Key Definitions

Communications plan - A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families 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.

Medical condition - This may be described as a condition that has been diagnosed by a registered medical practitioner.

Medical management plan - A document that has been prepared and signed by a registered medical practitioner 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

Risk minimisation plan - A document prepared by service staff for a child, in consultation with the child's parents or guardians, setting out the means of managing and minimising risks relating to the child's specific health care need, allergy or other relevant medical condition

Hawthorn Early Years is committed to:

Providing a safe and inclusive environment for children with diagnosed medical conditions by ensuring additional requirements are in place to ensure the child's safety, health and wellbeing is protected.



The Board of Governance will:

Delegate operational responsibility and day-to-day management of the Service to the Nominated Supervisors. The Centre Director and Centre Manager will act as Nominated Supervisors for the Service.

Monitor the performance of the Service, including responsibilities contained in this procedure, through regular reporting to the Board and by ensuring appropriate resources are available to carry out the Service's functions.

The Nominated Supervisor/s will:

Ensure that parents/guardians are aware of their responsibility to inform the Service of their child's diagnosed medical conditions or health care needs during the enrolment process.

Ensure child enrolment records are reviewed upon receipt, to identify whether a child has a diagnosed health care need, allergy or relevant medical condition.

Ensure parents/guardians of children with medical conditions are informed that the Service will need to obtain a copy of the child's medical management plan.

Ensure a risk minimisation and communication plan are prepared by the Service in consultation with the parent/guardian prior to the child commencing at the Service.

Ensure that a health and medical conditions summary of children with health and medical conditions is clearly displayed in each classroom so that children with diagnosed medical conditions can be easily identified.

Ensure that Health and Medical Checklists are completed by classroom leaders at the start of each month. Once received these checklists will be reviewed and filed electronically in the Services 'O' drive.

Ensure this procedure is followed and is readily accessible and available for inspection at all times the Service is educating and caring for children or on request.

Notify the Board of governance if there are any issues with implementing this procedure.

Ensure employees, students, volunteers, children and families understand the importance of adhering to this procedure to maintain a safe environment for all users.

Ensure employees have the appropriate training needed to deal with the medical conditions or specific health care needs of the children enrolled at the Service.



The Administration Officers will:

Check that all child enrolment forms have been fully completed including details about diagnosed medical conditions prior to the child starting.

Update child enrolment records if children are diagnosed with a medical condition at any time during their enrolment at the Service or no longer have a medical condition.

Ensure parents/guardians notify the Service in writing if a child no longer has a medical condition and keep this communication in the child's enrolment record.

Ensure parents/guardians of children with a diagnosed medical condition are notified of their obligation to provide a current medical management plan and that they will need to assist with completing a risk minimisation plan prior to their child starting or as soon as possible if the child is already enrolled.

Provide a copy of this procedure to the parent/guardian of a child enrolled at the Service who has a diagnosed health care need, allergy or relevant medical condition (regulation 91).

Ensure any changes to a child's medical condition, specific health care needs or medical management plan are communicated via email to the relevant educational leader, classroom leader and the kitchen supervisor (where applicable to the provision of meals).

The Classroom Leader/s will:

Meet with all new families on the first orientation visit to discuss the child's individual health care needs. Where a child has been identified as having a diagnosed medical condition the child will not start until the team leader (or their delegate) has in place:

- A copy of the child's current medical management plan, which has been signed by a medical practitioner and is dated within the past 12 months.
- A copy of the communications plan signed by the parent/guardian.
- A risk minimisation plan that has been developed in conjunction with the parent/guardian.
- Any prescribed medications (every day of attendance).
- A copy of all the above documents, in a confidential file located within the classroom as well as placing copies of all documents in the child's enrolment file in the office.

Ensure all medical management plans are reviewed and updated every twelve months by a medical practitioner. In some cases a medical practitioner may stipulate that a medical management plan does not need to be reviewed every twelve months. In these circumstances it is considered best practice to review plans every twelve months due to the changing nature of certain medical conditions in young children. Individual cases may be reviewed by senior management and exceptions made to this requirement for older children (generally children in their year before school only) who's medical condition is stable.



Ensure that all employees, volunteers and students working with children in the classroom are provided with a classroom induction so that they are aware of children with a diagnosed medical condition, their individual health care needs, the location of any medication, medical management plan and risk minimisation and communication plan.

Ensure that educators who accompany children with a medical condition outside the Service on an excursion or evacuation carry the child's medical management plan and any other relevant items.

Consult regularly with the parents/guardians of children diagnosed with medical condition in relation to the health and safety of their child, and communicate any concerns.

Complete a medical conditions checklist at the beginning of each month to ensure any prescribed medication is available, within its use by date and that all medical management documents are current and available, including the medical management plan and risk minimisation plan.

Contact parents in the month prior to medications or medical management plans expiring to ensure parents have time to organise a new medical management plan and/or purchase new medication and document this on the checklist and communications plan.

Review risk minimisation plans for children whenever they change classrooms and for each change in a child's medical management plan.

In consultation with parents/guardians, complete the dietary and food allergy information form to reflect current food restrictions as outlined in a child's medical management plan or as advised by parents. This form must be available for use in the child's classroom and a copy provided to the kitchen.

Develop a communications plan, which outlines responsibilities for both parents and employees when dealing with diagnosed medical conditions and documents communications about a child's medical condition.

Display, with consideration for the children's privacy and confidentiality, each child's medical management plan (from the doctor) and ensure that all educators and staff are aware of and follow the risk minimisation plans (developed by the Service) for each child.

Ensure communication is ongoing with families and relevant staff as to the management of the child's medical condition or specific health care need.

Ensure that administration officers are notified, in writing, of any changes to a child's medical condition so their enrolment records can be updated.



All employees, volunteers and students will:

Ensure families of all children with a medical condition provide any necessary prescribed medication at all times their child is attending the Service; where this is not provided, children will be unable to attend the Service.

Ensure children are monitored closely and are aware of any symptoms and signs of ill health, with families contacted as changes occur.

Ensure that two people are present any time medication is administered to children (regulation 95(c)).

Ensure communication with families is regular and all educators and staff (including the nominated supervisors) are informed of any changes to a child's medical condition.

Understand the individual needs of and action plans for the children in their care with specific medical conditions.

Ensure a new risk assessment is completed and implemented when circumstances change for the child's specific medical condition.

Ensure all children's health and medical needs are taken into consideration on excursions (first aid kit, personal medication, management plans, etc.).

Maintain current approved first aid, CPR, asthma and anaphylaxis training.

Undertake specific training (and keep it updated if required) to ensure appropriate management of a child's specific medical condition.

Ensure programmed activities and experiences take into consideration the individual needs of all children, including children with a diagnosed medical condition.

Ensure all relevant information pertaining to a child's health and medical condition is communicated to parents/guardians at the end of the day.

Follow the child's Medical Management Plan in the event of a medical emergency, which may involve the following:

- commencing first aid treatment
- calling an ambulance immediately by dialling 000
- contacting the parents/guardians or person authorised in the enrolment record
- documenting the administration of any medication in line with the Service's Administration of Medication Procedure
- completing an Illness record or incident report



- notifying the Nominated Supervisor or Person-in-day-to-day-charge so they can notify the Department of Education and Training if required.

Consider all aspects of the Service's operation in relation to the child's inclusion in the program and ensure that their safety, health and wellbeing is protected at all times.

Take every reasonable precaution to protect the child from harm and from any hazard likely to cause injury (section 167).

Parents/guardians will:

Complete all details on their child's enrolment form including medical information, written authorisations for medical treatment and ambulance transportation, and excursions outside the Service premises.

Notify the Service of changes to their child's individual health needs, allergies, medical conditions and medications.

Provide a colour copy of the child's medical management plan that has been signed by a medical practitioner in line with this procedure and updated as required.

Provide all required medication as listed on the medical management plan before leaving the child in the care of the Service.

Ensure medication provided is within its use by date.

Assist employees by providing information and answering questions regarding the child's health care needs including collaborating with staff to develop a risk minimisation plan.

Communicate all relevant information and concerns to the Service, particularly in relation to the health of their child.

See also:

1. Dealing with Medical Conditions in Children Policy
2. Anaphylaxis Procedure
3. Asthma Procedure
4. Administration of Medication Procedure