

Moreland Early Years Management

DEALING WITH MEDICAL CONDITIONS POLICY AND PROCEDURES

Mandatory – Quality Area 2

PURPOSE

Moreland Early Years Management places high priority on the health, wellbeing and safety of all children in early years services. This policy and procedure will provide guidelines to all early childhood teachers and educators, staff and families in relation to supporting the health, safety, wellbeing and inclusion of all children enrolled at the service and those in particular with specific medical and health care requirements.

This policy should be read in conjunction with the *Anaphylaxis, Asthma, Diabetes, Incident, Injury, Trauma and Illness, and Administration of First Aid Policies and procedures*.

POLICY STATEMENT

The Moreland Early Years Management early years services are committed to:

- Providing a safe and healthy environment in which all children, early childhood teachers and educators and others attending the early years service can participate fully in all aspects of the program.
- Ensuring all staff members at the service have completed and are up to date with First Aid, Cardiopulmonary Resuscitation (CPR), Anaphylaxis and Emergency Asthma Management (EAM) training.
- Facilitating communication to ensure the safety and wellbeing of children, early childhood teachers and educators and others attending the early years service.

BACKGROUND AND LEGISLATION

All Moreland Early Years Management early years services must ensure that policies and procedures are in place for managing children's medical conditions.

When a child who has a diagnosed health care need, allergy or relevant medical condition is enrolled at an education and care service additional requirements must be met to ensure that the child's health, safety, and wellbeing is protected. This includes the practices to be followed in the management of medical conditions when provided with medical management plans for children enrolled with a specific health care need, allergy or relevant medical condition and when developing risk minimisation and communication plans.

Medication and medical procedures can only be administered to a child:

- With written authorisation from the parent or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b)) and/or in the

case of an identified medical condition, as part of the individual medical action plan with the consent of a medical practitioner;

- With two adults in attendance, one of who must be a permanent early childhood teacher or educator. One permanent early childhood teacher or educator will be responsible for the administration and the other will check the dosage of the medication to be administered and check the identity of the child to whom the medication is to be administered;
- If the medication is in its original container, prescribed by a registered medical practitioner, is bearing the child's name, original label and instructions and before its expiry date.

Refer to the *Administration of Medication Policy* for more information.

Staff may need additional information from a medical practitioner where the child requires:

- Multiple medications simultaneously;
- A specific medical procedure/management plan to be followed.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is enrolled at the service, it is vital that prior arrangements are negotiated with the parent, authorised nominees or appropriate health care workers to prepare for in the event that the child will require a procedure while in attendance at the service. Parents and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at the service.

Relevant legislation and standards include but are not limited to:

- *Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)*
- *Education and Care Services National Law Act 2010: Sections 173*
- *Education and Care Services National Regulations 2011: Regulations 90-92, 96, 136, 167, 168, 170-172.*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
- *Occupational Health and Safety Act 2004 (Vic).*
- *Public Health and Wellbeing Act 2008 (Vic).*
- *Public Health and Wellbeing Regulations 2009 (Vic).*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

PROCEDURES

All Moreland Early Years Management early childhood teachers and educators will have knowledge of the management of medical conditions, which may not be limited to asthma, diabetes and any diagnosis that potentially places a child at risk of anaphylaxis whilst at the early years service.

EARLY YEARS TEACHERS AND EDUCATORS

Moreland Early Years Management early childhood teachers and educators will:

- Ensure that every reasonable precaution is taken to protect children at the early years service from harm and hazards that are likely to cause injury.
- Maintain current approved first aid qualifications, CPR and qualifications in anaphylaxis management and emergency asthma management, as required.
- Store copies of First Aid Qualifications in Educator Personal Records.
- Ensure that Moreland Early Years Management, early years manager is notified within 24 hours of any serious incidents that have occurred.
- Work closely with parents to document an effective communication plan as well as a risk minimisation plan, including ongoing management of the health care need, allergy, or relevant medical condition.
- Check each child's medication expiry dates regularly.
- Ensure that the AV How to Call Card is displayed near all telephones.

PARENTS

When children have a diagnosed medical condition parents:

- Are required to provide information on their child's health, medications, allergies, medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan prepared and signed by their medical practitioner, following enrolment and prior to the child commencing at the service.
- Are required to provide current individual medical action plan (no older than 12 months) for their child upon enrolment into the program (yearly), as changes are made or when a child is newly diagnosed with a medical condition.
- Are required to inform the early years service of any relevant changes relating to the nature or management of the child's specific health care need, allergy or relevant medical condition.
- Will ensure relevant 'in date' medication and any required equipment or treatment as stated in the child's medical management plan is provided to the early childhood teacher/educators while the child is attending the early years service.
- Who have enrolled a child with specific health care needs have been provided with a copy of this and other relevant policies.

MEDICAL MANAGEMENT PLANS

A parent of the child enrolled who has a diagnosed health care need, allergy, or relevant medical condition must provide the early years service with a medical management plan developed by a registered medical practitioner. This medical management plan must be followed in the event of an incident relating to the child's diagnosed health care need, allergy or relevant medical condition (regulation 90).

The medical management plan should detail the following:

- Details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition;
- Any current medication prescribed for the child;
- The response required from the service in relation to the emergence of symptoms;
- Any medication required to be administered in an emergency;
- The response and first aid required if the child does not respond to initial treatment;
- When to call an ambulance for assistance.

RISK MANAGEMENT AND COMMUNICATION PLANS

All Moreland Early Years Management early years services will develop a Medical Conditions Risk Minimisation and Communication Plan in consultation with a child's parents and medical professionals which will ensure that:

- Any risks relating to the child's diagnosed health care need, allergy or relevant medical condition are assessed and minimised.
- If relevant, practices and procedures are in place for the safe handling of food, preparation, consumption and service of food for the child are developed and implemented.
- All parents are notified of any known allergens that pose a risk to a child and how these risks will be minimised. Moreland Early Years Management early years services will provide support and information to all parents and other members of our community about resources and support for managing the health care need, allergy or relevant medical condition as required.
- All early childhood teachers and educators can identify the child, and the child's medical management plan, and the location of the child's medication.
- If relevant, that practices and procedures ensuring that the child does not attend the service unless the child has their relevant medications located at the service if this would pose a significant risk (regulation 90).

- All relevant early childhood teachers and educators are informed about the medical conditions policy; and, the medical management and risk minimisation plans for children at the service who have a diagnosed health care need, allergy or relevant medical condition.
- The communications plan sets out how the above communication will occur and a parent of the child can communicate any changes to the medical management plan and risk minimisation plan for their child as required.

MANAGEMENT OF MEDICAL CONDITIONS

When a child is enrolled and accessing the early years service has an identified health care need, allergy or relevant medical condition, early childhood teachers and educators and parents will work together to ensure the wellbeing of the child.

Early childhood teachers and educators will:

- Ensure that a current individual medical action plan for the diagnosed health care need, allergy or relevant medical condition is prepared and signed by a Medical Practitioner within the last 12 months.
- Display children's individual medical action plan where it is accessible to all early childhood teachers and educators in the children's room.
- Check medical action plans are updated on a regular basis, or when a medical practitioner or the parent notifies a change of medical/general information to early childhood teachers, educators and staff.
- Display a note at the front entrance of the service that there is a child/ren who is/are diagnosed as at risk of anaphylaxis and they are being educated and cared for by the service, including the allergens that causes their anaphylactic reaction.
- Ensure that a child allergy chart is displayed in each room and that every staff member, including relief staff have access to it.
- Follow a safe protocol for correct disposal of used adrenaline auto-injection device/s at the service i.e. disposing of expired medication at the pharmacy when replacement medication is purchased.
- Be aware of children who are known to have a diagnosed health care need, allergy or relevant medical condition and do not have required in date prescribed medication at the service, and ensure that these children are not able to access the service until the parent has provided this medication to use in case of emergency.
- Provide parent of a child identified with the diagnosed health care need, allergy or relevant medical condition with a copy of the policies and procedures that relate to their child's medical needs (including a copy of this policy).
- Document any medical emergency or incident that has occurred in Moreland Early Years Management's early years service, in the Incident, Injury, Illness and Trauma record and inform a family member. In the case of anaphylaxis notify the parent of the used device as soon as possible and provide attending ambulance officers with the information in the incident form as required.
- Document any administration of medication in the medication record.
- Moreland Early Years Management must be notified within 24 hours of any incident that requires the attention of a medical practitioner or attendance at a hospital and a subsequent report will be made to the regulatory authority.

- Ensure a copy of the child’s action plan, communication and risk minimisation plan is completed prior to the child commencing at the service and is placed in the child’s individual enrolment record at the service.
- Ensure procedures are put in place to minimise the risks as identified in the individual’s child’s risk minimisation plan.
- Actively supervise all children.
- Ensure inclusive practices and environments for all children in the early years service.
- Ensure that all required and any specific training to meet the individual needs of children diagnosed health care need, allergy or relevant medical condition is up to date and practiced regularly.
- Ensure effective hand washing i.e. washing hands on arrival to the early years service and at or during meal times.

SUPERVISED SELF-ADMINISTRATION OF MEDICATION BY CHILDREN OVER PRESCHOOL AGE

Moreland Early Years Management early years services do not permit children over preschool age self-administering medication.

RESPONDING TO MEDICAL CONDITIONS

Moreland Early Years Management early childhood teachers and educators are to follow first aid procedures and those actions stated in individual medical management plans and ensure the completion of medication record and incident, injury, trauma and illness forms.

TRAINING AND PROFESSIONAL DEVELOPMENT

Early childhood teachers and educators have access to information with regard to first aid management and treatment. It is an expectation that all early childhood teachers and educators are trained in “Providing an Emergency First aid Response in an Education and Care Setting.” All staff (including casual, relief and temporary staff) will be provided with the opportunity to become familiar with this policy.

DEFINITIONS

The terms defined in this section relate specifically to this policy and procedure. For commonly used terms e.g. Approved provider, Nominated Supervisor, Regulatory Authority etc. refer to General definitions section in the policy and procedure folder.

Approved first aid qualification: A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website:

<http://www.acecqa.gov.au>.

AV How to Call Card: A card that the service has completed containing all the information that Ambulance Victoria will request when phoned on 000. Once completed, this card should be kept

within easy access of all service telephone/s. A sample card can be downloaded from:
<http://www.ambulance.vic.gov.au/Education/Calling-Triple-0.html>.

Communication plan: A plan that outlines how the service will communicate with parents and staff in relation to the policy. The communication plan also describes how parents 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.

CPR: Cardiopulmonary resuscitation is a procedure to support and maintain breathing and circulation for an infant, child, or adolescent who has stopped breathing (respiratory arrest) and/or whose heart has stopped (cardiac arrest).

Medical condition: In accordance with the *Education and Care Services National Regulations 2011*, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.

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.

Risk minimisation: The implementation of a range of strategies to reduce the risk of an adverse affect from the mismanagement of a specific medical condition at the service.

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.

Serious incident: A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service
- any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
 - attention of a registered medical practitioner; or
 - attendance at a hospitalexamples include whooping cough, broken limb, anaphylaxis reaction
- any incident requiring attendance by emergency services
- a circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises.

Moreland Early Years Management must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)).

SOURCES AND RELATED POLICIES

Sources

- ACECQA provides lists of approved first aid training, approved emergency asthma management training and approved anaphylaxis management training on their website: <http://acecqa.gov.au/qualifications/approved-first-aid-qualifications/>
- ACECQA Guide to the NQF; Operational Requirements.
- Department of Education and Training; meeting children's health care needs.
- First aid in the workplace: <http://www.worksafe.vic.gov.au>

Related policies

- *Administration of First Aid Policy and Procedure*
- *Administration of Medication Policy and Procedure*
- *Anaphylaxis Policy and Procedure*
- *Asthma Policy and Procedure*
- *Diabetes Policy and Procedure*
- *Emergency and Evacuation Policy*
- *Excursions and Service Events Policy and Procedure*
- *Incident, Injury, Trauma and Illness Policy and Procedure*
- *Inclusion and Equity Policy and Procedure*
- *Nutrition and Active Play Policy and Procedure*
- *Privacy and Confidentiality Policy and Procedure*
- *Supervision of Children Policy and Procedure*

Attachments

Attachment 1: Medical Conditions Action Plan for Children in Early Years Services.

Authorisation

May 2019.

Review date: May 2019

ATTACHMENT 1- (To be used in situations where specific action plans are not available).

Moreland Early Years Management

Medical Conditions Action Plan for children in Early Years Services

Child's Details

Name: _____
DOB: __/__/__



Personal Details

Parent Name: _____
Emergency Contact Name (i.e. Parent): _____
Relationship: _____
Emergency contact telephone: H _____ H _____
M _____
Medical Practitioner: _____ Telephone: _____
Specialist: _____ Telephone: _____
Ambulance Subscription: Yes No Number: _____

Details of Medical Condition

Medical Condition: _____
Symptoms:

Treatment:

Please list any specific comments/concerns:

Plan prepared by (Medical Practitioner): _____

Signed: _____