



Dealing with Medical Conditions in Children Policy

Version Number:	1 February 2022	File:	
Responsibility of:	Director	Effective Date:	01/02/2022
Target Audience:	Outside School Hours Care Staff, Children and Families	Next Review Date:	01/02/2024

NOTE: This Policy must be read in conjunction with the *Medical Conditions in Children Procedures*.

1. RATIONALE

The staff of Leanyer Outside School Hours Care (OSHC) are committed to ensuring that children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they have a medical condition or are unwell. Staff will always act in the best interests of all children being educated and cared for at the service.

2. PURPOSE

The Education and Care Services National Regulations require approved providers to ensure their service has policies and procedures in place for dealing with medical conditions in children and must take reasonable steps to ensure those policies and procedures are followed.

The purpose of this Policy is to:

- help children with a specific health care need or medical condition to stay safe and healthy whilst at the service;
- inform staff and volunteers so that they can respond to and manage medical conditions to ensure the safety and wellbeing of children, staff and visitors; and
- ensure parents provide relevant documentation, including a medical management plan.

3. LEGISLATIVE REQUIREMENTS

This policy is consistent with the follow legislative requirements:

Education and Care Services National Law Act 2012		
Revised National Quality Standard (2018)		
Quality Area 2: Children’s health and safety		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
Quality Area 3: Physical environment		

3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
Quality Area 6: Collaborative partnerships with families and communities		
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
Quality Area 7: Governance and Leadership		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
Education and Care Services National Regulations (2011)		
85	Incident, injury, trauma and illness policy and procedures	
86	Notification to parent of incident, injury, trauma and illness	
87	Incident, injury, trauma and illness record	
89	First aid kits	
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	
136	First aid qualifications	
162(c) and (d)	Health information to be kept in enrolment record (c) details of any – (i) specific healthcare needs of the child, including any medical condition, and (ii) allergies, including whether the child has been diagnosed as at risk of anaphylaxis; (d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in (c).	
168	Education and care services must have policies and procedures	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
172	Notification of change to policies and procedures	
173 (2)(f)	Prescribed information to be displayed. For the purpose of section 172 (f) of the Law, the following matter and information are prescribed – (f) if applicable – (i) in the case of a centre-based service, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service.	

4. LEANYER SCHOOL INNOVATION STATEMENT

Leanyer School, in partnership with parents and community, will provide an education vital to students' achievement as individuals and citizens in the 21st century. Our curriculum will emphasise creativity, collaboration, innovation and leadership. Students will be provided rich and diverse opportunities to develop the broad cultural understandings and skills in social harmony necessary to contribute as successful global citizens.

5. LEANYER SCHOOL VALUES

Achievement	Take responsibility for always doing your best.
Curiosity	Ask questions of yourself and others and listen to new ideas.
Respect	Care for yourself, others and the environment.
Collaboration	Work and learn with others to achieve goals.

6. POLICY

Leanyer OSHC will support children with medical conditions to participate fully in the day-to-day program at the Service in order to promote their sense of wellbeing, connectedness and belonging.

All decision-making should be carried out in accordance with the following principles:

- Families can expect that educators will act in the best interests of the children in their care at all times and meet the children's individual health care needs.
- Providing the best care for children with medical conditions requires a partnership between families and the service.
- Parents and carers will provide a medical management plan for their child who has a medical condition, and ensure the service is made aware of any updates.
- Leanyer OSHC will partner with families of children with diagnosed medical conditions to develop a risk minimisation plan to ensure that the risks relating to the child's specific health care need or medical condition are assessed and minimised.
- In conjunction with the risk minimisation plan, a communication plan will be developed setting out how communication occurs if there are any changes to the medical management plan or risk minimisation plan for the child. These plans will be accessible to all staff.
- All staff will be informed of any children diagnosed with a medical condition or specific health care need and the risk minimisation procedures that are in place.
- All staff will be informed where medication is stored and/or about any specific dietary restrictions relating to a child's health care need or medical condition.
- Staff will follow the child's Medical Management Plan in the event of an incident related to a child's medical condition.
- Staff will be trained in the administration of emergency medication and at least one staff member will be in attendance at all times who has a current accredited first aid and CPR certificate, emergency asthma management certificate and an emergency anaphylaxis

management certificate.

- We will communicate with families about their children’s health requirements in a culturally sensitive way.
- Incidents related to medical conditions will be reviewed to see how they were handled, and whether there could be any improvements to procedures.

7. DEFINITIONS

Term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations
Approved first aid qualifications	A qualification that includes training in the areas set out below, that relates to and is appropriate to children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website. Areas for training will include: emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an autoimmune adrenalin device.	National Regulations
Communication 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.	
Medication	Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).	National Regulations
Medical condition	A condition that has been diagnosed by a registered medical practitioner.	Guide to the NQF
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, setting out means of managing and minimising risks relating to the child’s specific health care need, allergy or other relevant medical condition.	Guide to the NQF

8. RELATED POLICIES AND DOCUMENTS

1. Leanyer Outside School Hours Care ***Enrolment and Orientation Policy***
2. Leanyer Outside School Hours Care ***Enrolment and Orientation Procedures***
3. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Policy***
4. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Procedures***
5. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Policy***
6. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Procedures***

Related Policies and Procedures to be developed:

7. Leanyer Outside School Hours Care ***Emergency and Evacuation Policy***
8. Leanyer Outside School Hours Care ***Emergency and Evacuation Procedures***
9. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Policy***
10. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Procedures***
11. Leanyer Outside School Hours Care ***Sleep and Rest for Children Policy***
12. Leanyer Outside School Hours Care ***Sleep and Rest for Children Procedures***
13. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Policy***
14. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Procedures***
15. Leanyer Outside School Hours Care ***Governance and Management Policy***
16. Leanyer Outside School Hours Care ***Governance and Management Procedures***
17. Leanyer Outside School Hours Care ***Infectious Diseases Policy***
18. Leanyer Outside School Hours Care ***Infectious Diseases Procedures***
19. Leanyer Outside School Hours Care ***Educational Program and Practice Policy***
20. Leanyer Outside School Hours Care ***Educational Program and Practice Procedures***