



Dealing with Medical Conditions in Children Procedures

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Target Audience:	Outside School Hours Care Staff, Children and Families	Next Review Date:	01/02/2024

1. BUSINESS NEED

The staff of Leanyer Outside School Hours Care (OSHC) are committed to ensuring that children and their families feel secure in the knowledge that the safety and wellbeing of each child is our priority. These procedures help children with a specific health care need or medical condition to stay safe and healthy whilst at the service, and they inform staff and volunteers so that they can respond to and manage medical conditions and specific health care needs.

2. SCOPE

This policy applies to all children, families, guardians, and staff of the OSHC community.

3. PROCEDURES

4.1 Preparation for a child with a medical condition

- Children with medical conditions have the best outcomes when staff and families work together. This partnership begins at enrolment.
- The Dealing with Medical Conditions in Children Policy and Procedures are given to parents/guardians of a child with a medical condition at enrolment and are available for all staff and visitors to access at the service.
- Parents/guardians must inform the Director about any medical conditions their child has when they enrol their child. The parent/carer of a child must provide all required information, forms and plans about their child's medical condition before their child can start attending Leanyer OSHC.
- Medical conditions that are diagnosed by a doctor require a Medical Management Plan, completed by the child's doctor and the child's parent/carer. This plan must be given to Leanyer OSHC at enrolment time. Parents/guardians are responsible for updating the plan if there are any changes.
- The plan must include information about the medical condition, a recent photo of the child, current medication and dosage, the first aid/emergency response that may be required, any medication that may need to be administered in case of an emergency, when to contact an ambulance for assistance, the contact details of the doctor who signed the plan and the date when the plan should be reviewed.

- Prior to commencing the parents must provide a medical management plan and the Director will work with the family of a child with a medical condition to develop a risk minimisation plan to ensure that the risks relating to the child's medical condition are assessed and minimised. Risk minimisation plans must be reviewed, with families, every 12 months.
- A communication plan will also be developed that sets out how communication will occur if there are any changes to the medical management plan or the risk minimisation plan for the child. The communication plan makes sure that all staff are informed about the child's medical condition and any relevant information.
- Medical management plans, risk minimisation plans and authorisations for administration of medications are kept on the child's enrolment record.

4.2 Plans for the child while in the service

- Families can expect that educators will act in the best interests of the children at all times.
- All staff are informed of any children with a medical condition and the risk minimisation procedures that are in place.
- All staff are informed where medication is stored.
- A list of all medical conditions, including food allergies, is placed inside the pantry cupboard. Every educator must read the list at the start of every shift. All new and relief educators are informed about the list when they begin employment and they are instructed about the action to take in the event of a medical emergency involving each child.
- A copy of the Medical Management Plan along with a current photo for each child with a medical condition must be displayed in the OSHC Office for educators to see, to ensure the safety and wellbeing of the child.
- Educators must follow the child's Medical Management Plan in the event of an incident related to a child's medical condition.
- All staff have access to risk minimisation plans and communication plans, which are stored in the OSHC office.
- At least one staff member is on duty at all times who has a current accredited first aid and CPR certificate, emergency asthma management certificate and an emergency anaphylaxis management certificate.
- A register of staff first aid, emergency asthma management and emergency anaphylaxis management qualifications and their review dates is maintained and monitored by the Director.
- Staff rosters are regularly reviewed to ensure qualification requirements are being met.
- Food allergies: When a child has a life-threatening food allergy, Leanyer OSHC will not supply the particular food allergen in the Centre and families in the Centre will be advised not to supply that allergen. Parents of children with an allergy may be asked to provide a particular diet. NOTE: Leanyer OSHC is a NUT AWARE centre. Please do not pack nuts, peanut butter, Nutella, etc. in your child's lunch.
- Anaphylaxis: If your child is at risk of anaphylaxis, you must provide Leanyer OSHC with a written Medical Management Plan from your child's doctor stating the allergy and the prevention and treatment. Parents must give written consent for educators to use the EpiPen/Anapen. Your child will not be permitted to attend the Centre if they do not have their EpiPen/Anapen with them, stored in a bag that is clearly marked with their name.
- Asthma: If your child suffers from asthma or develops asthma whilst enrolled at Leanyer OSHC, you must let educators know as soon as possible. You must provide an Asthma Action Plan that you have completed with your child's doctor. Please make sure you tell Leanyer OSHC in writing if your child's asthma plan changes. If your child has an asthma plan, the medication required in the plan must accompany your child to care each day they attend.
- Medication: You must give written permission for OSHC educators to administer medication to your child. A Medication Record must be completed each day and signed by the parent/carer

before the medication can be administered. Medication must be in date, in the original bottle and clearly labelled with your child’s name, required dosage and the time the medication is to be administered.

- The educator supervising the child taking their medication must sign the Medication Record once the medication has been taken. Another educator must check that the medication and the dosage are correct and witness the medication being administered. They must also sign the Medication Record.
- Parents/carers of children requiring medication must provide the service with any updated information about their child’s prescription. This must be provided in writing.
- Leanyer OSHC permits self-administration of medication by children of school age, only if parents/carers provide written permission. Self-administration of medication must be witnessed by an educator and written in the Medication Record.
- A child with a medical condition is not permitted to attend OSHC without the medication prescribed by their doctor for their medical condition.
- Regular staff meetings are held to ensure timely and accurate information about children with medical conditions, and the management of the medical conditions.

4.3 Plans for recording after an event related to a medical condition

- Information is recorded after an incident related to a medical condition, including the actions taken by the educator, the first aid given, if a medical professional was contacted and if a family member was contacted.
- Incidents are reviewed to see how they were handled, and whether there could be any improvements.
- Consumables used are replenished, e.g. first aid kits, hygiene equipment, medications, asthma spray, EpiPen, etc.

4. ROLES AND RESPONSIBILITIES

<p>Approved Provider (School Board)</p>	<ul style="list-style-type: none"> • Ensure the <i>Dealing with Medical Conditions in Children Policy and Procedures</i> are met, the appropriate medical management plans and risk assessments are completed, and all relevant actions are managed to minimise the risks to the child’s health (regulation 90).
<p>Director</p>	<ul style="list-style-type: none"> • Ensure families of children who have a specific medical condition have been given a copy of the <i>Dealing with Medical Conditions in Children Policy and Procedures</i> (regulation 91) and any other relevant policies. • Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection. • Implement the <i>Dealing with Medical Conditions in Children Policy and Procedures</i>. • Ensure any changes to the policy and procedures or an individual child’s medical condition or specific health care need and medical management plan are communicated to all educators and staff. • Notify the approved provider if there are any issues with implementing the policy and procedures. • In consultation with families, develop risk minimisation plans for children with medical conditions or specific health care needs. • Ensure all educators and staff have training as part of the induction process and ongoing training for the management of medical conditions (e.g. asthma, anaphylaxis and specific requirements for children enrolled in the service).

	<ul style="list-style-type: none"> • Ensure a written plan for ongoing communication between families and educators is developed, relating to a child’s medical condition or any changes or specific needs. It should be in place before a child commences at the service, or as soon as possible after diagnosis for children already attending. • If a child is diagnosed as being at risk of anaphylaxis, ensure that a notice is displayed in a position visible from the main entrance to inform families and visitors to the service. • Display, with consideration for the child’s privacy and confidentiality, their medical management plan (from their doctor) and ensure that all educators and staff are aware of and follow the risk minimization plans (developed by the service and family) for each child. • Ensure communication is ongoing with families and there are regular updates about the management of the child’s medical condition or specific health care need. • Ensure inclusion of all children in the service. • Ensure all educators and staff are aware of and follow the risk minimisation procedures for the children, including emergency procedures for using EpiPens. • Maintain a register of staff first aid, emergency asthma management and emergency anaphylaxis management qualifications and their review dates. • Review staff rosters regularly to ensure qualification requirements are being met.
Educators	<ul style="list-style-type: none"> • Ensure your responsibilities are carried out in line with the <i>Dealing with Medical Conditions in Children Policy and Procedures</i>. • Ensure you monitor the child’s health closely and are aware of any symptoms and signs of ill health. Contact families if changes occur. • Ensure that two people are present any time medication is administered to children and that the Medication Record is signed and witnessed. • Ensure communication with families is regular and all educators and staff (including the nominated supervisor) are informed of any changes to a child’s medical condition. • Understand the medical management plan, risk minimisation plan and individual needs of the children in your care with a medical condition. • Ensure a new risk assessment is completed and implemented when circumstances change for the child’s 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.
Food preparation staff	<ul style="list-style-type: none"> • Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are adhered to. • Ensure all changes to a child’s medical management plan or risk minimisation plan are implemented immediately within the menu preparation.
Families	<ul style="list-style-type: none"> • Advise the service of your child’s medical condition and their specific needs related to this condition. • Provide regular updates to the service on your child’s medical condition including any changes, and ensure all information required is up-to-date. • Provide a medical management plan from a doctor on enrolment or diagnosis of the medical condition and provide an updated plan as required. • Collaborate with the service staff to develop a risk minimisation plan.

