

Medical Condition Policy



This policy has been devised to support children's wellbeing and manage precise health requirements, the Farmhouse Montessori School will work in accordance with the Education and Care Schools National Regulations & the NESA regulations to ensure health related policies and procedures are developed and implemented. We aim to take every reasonable precaution to protect children's health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise to ensure the appropriate management of medical conditions including asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis or any other medical condition if followed.

Education and Care Schools National Regulations

Children (Education and Care Schools) National Law NSW	
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan
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

PURPOSE

We aim to efficiently respond to and manage medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of children, staff, families and visitors.

SCOPE

This policy applies to children, families, staff, management and visitors of the School.

IMPLEMENTATION

The Farmhouse Montessori School is committed to adhering to privacy and confidential procedures when dealing with individual health care needs, allergies or relevant medical conditions. requirements. There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy or medical condition is enrolled at the Farmhouse Montessori School. Key requirements must be in place prior to the child commencing to ensure their individual health and safety and wellbeing.

- Upon enrolment, families are required to complete questions regarding their child's health. In particular families are required to give information about allergies, asthma, and illnesses such as epilepsy or diabetes.
- The Principal and staff of the School must be aware of any medical conditions of any child enrolled at the School. They must also be aware of the medical management plans that need to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition. Medical Management plans will be updated annually on re-enrolment.
- The Principal and class room Educator will also consult with parents to develop a risk-minimising plan.

A risk minimising plan will include:

- ways that any risk relating to the child's specific health care need, allergy or relevant medical condition can be minimised
- practices and procedures for safe food handling, preparation, consumption and School of food (if relevant)

- Practices and procedures to ensure parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risks (if relevant).
 - a picture of the child to ensure all staff and volunteers can clearly identify the child.
- Parents will be informed that the child will be unable to attend the Farmhouse Montessori School without the medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition and all paperwork correctly completed from the Farmhouse Montessori School.
 - Medical management plans will be kept in the child's enrolment file and displayed in the office. Medication will be stored in the locked first aid cabinet in the office.
 - A communication plan includes:
 - All staff of the Farmhouse Montessori School to be shown where the medical management plans for all children who have a specific health care need, allergy or relevant medical condition are displayed as well as the location of the child's medication.
 - Any changes to the medical management plan and risk minimisation plan will be communicated to staff and parents verbally, and then documented on these plans.
 - A copy of the medical conditions policy and the associated policy (i.e. allergy and anaphylaxis, asthma) will be provided to the parent of any enrolled child with a specific health care need, allergy or other relevant medical condition.
 - Children can administer medication to themselves (if able) under supervision but medication must be kept out of reach until appropriate time. This provides for the child to feel independent and in control of their own health as well as offer opportunities for discussion on other health measures the child may need to discuss.

The Approved Provider/Management will ensure:

- All enrolment forms are reviewed to identify any specific health care need, allergy or medical condition and these are noted down in the children's class room and on the allergy chart with a picture of the child.
- Educators and Staff have a clear understanding about children's individual medical conditions.
- Communication between families and Educators is ongoing and effective.
- Educators receive appropriate training in managing specific medical conditions.
- There is an Educator in attendance at all times with a current accredited first aid and CPR training for specific medical conditions.
- Educators have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Families provide required information on their child's medical condition, including
 - Medication
 - Allergies
 - Medical Practitioner contact details
 - Medical Management Plan
- A Medical Management Plan/Risk Minimisation Plan has been developed in consultation with families and the child's medical practitioner and has been provided to the school.
 - an individual Asthma or Anaphylaxis Action Plan is developed in consultation with parents and the child's medical practitioner eg: (ASCIA) or National Asthma Council of Australia
 - an individual Diabetes Management Plan is developed in consultation with parents and the child's medical practitioner
 - a risk minimisation plan has been developed in consultation with parents and management
 - record any prescribed health information and copies of medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's enrolment folder

- Educators have emergency contact information for the child.
- Casual 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 Farmhouse's procedures for dealing with emergencies involving allergies and anaphylaxis.
- A copy of the child's medical management plan is visibly displayed and known to staff in the School.
- A child is not enrolled at the School without a Medical Management Plan and prescribed medication by their medical practitioner. In particular, medication that is life threatening such as asthma inhalers, adrenaline auto injection devices and Insulin.

In the event that a child suffers from reaction, incident, situation or event related to a medical condition the Farmhouse Montessori School and staff will:

- Follow the child's Emergency Medical/Action Plan.
- Call an ambulance immediately by dialing 000
- Commence first aid measures/monitoring
- Contact the parent/guardian when practicable (within 24 hours)
- Contact the emergency contact if the parents or guardian can't be contacted when practicable (within 24 hours)
- Notify the regulatory authority (within 24 hours)
- Complete all relevant paperwork.

Families will ensure

- They provide management with information about their child's health needs, allergies, medical conditions and medication on the enrolment form and through verbal communication/meetings.
- they provide the Service with a medical management plan prior to enrolment of their child
- they consult with management to develop a risk minimisation plan
- The Farmhouse Montessori School enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They notify the Farmhouse Montessori School if any changes are to occur to the Medical Management Plan.
- They provide adequate supplies of the required medication and complete the long-term medication record.
- They provide an updated copy of the child's Medical Management Plan every 6 months.

Medical Management Plan

Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should include the following:

- Specific details of the diagnosed health care need, allergy or relevant medication condition
- have supporting documentation if appropriate
- include a photo of the child
- current medication and dosage prescribed for the child
- any medication that maybe required to be administered in case of an emergency
- further treatment or response if the child does not respond to the initial treatment
- when to contact an ambulance for assistance
- if relevant, state what triggers the allergy or medical condition
- include first aid/emergency response that may be needed
- Include contact details of the doctor who signed the plan
- state the date of when the plan should be reviewed
- A copy of the Medical Management Plan will be displayed for Educators and Staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the school.

- The Farmhouse Montessori School must ensure the medical management plan remains current and up to date all times.

Risk Minimisation Plan

All children with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place.

A meeting will be arranged with the parents/guardian as soon as the Farmhouse Montessori School has been advised of the diagnosed health care need, allergy or medical condition. During this meeting a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
- That practices and procedures in relation to the safe handling, preparation and consumption and School of food are developed and implemented
- To ensure that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- Practices ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
- That the child does not attend the School without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or relevant medical condition
- Plan(s) in conjunction with parents/guardians will be reviewed at least annually and/or will be revised with each change in the Medical Management Plan
- Educators will ensure all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day
- Educators, staff and volunteers have knowledge and access to this policy and relevant health management policies (asthma management policy/anaphylaxis management policy.diabetics management policy etc.
- Educators will notify parents in advance of any special activities taking place such as celebrations, sporting events and excursions so plans of safe inclusion can be made
- Educators will ensure appropriate hygiene practices are followed when managing medical conditions in line with the Control of Infectious Diseases Policy
- Risk minimisation plans will be reviewed in collaboration with families every 6 months

Guidelines for Administration of Medication.

- Staff will be required to check that the medication form has been completed and that the medication is as stated on the medication form.
- Staff will be to check the dose prior to the child administering the medication.
- Two staff to at all time witness the administration of medication and to sign the form.
- Should staff feel that the child is not able to successfully administer the medication, the staff reserve the right to administer it on behalf of the child.

Communication Plan

A communication plan will be created after the meeting with the parents/guardian to ensure:

- All relevant staff members are informed about the medical conditions policy and the Individual Health Management Plan and Risk Minimisation Plan for the child;

At all times, families who have a child attending the Farmhouse Montessori School who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy, also any other relevant policies specific to their child's health management and communication plans. They will also be able to contact either the Principal or Classroom Educator at any time for a Health Management Update of there child.

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian society of clinical immunology and allergy. ascia.
<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- Early Childhood Australia Code of Ethics. (2016).
- Federal Register of Legislation *Privacy Act 1988*.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard-(2020)
- National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.
- *Occupational Health and Safety Act 2004*.
- Revised National Quality Standard. (2018).

Policy Review Date	Modification	Review
Sept 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard. • Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. • Minor changes made to policy and terminology to ensure best practice. • No adjustments required 	2018
March 2018	New format and new logo added	
June 2019	<ul style="list-style-type: none"> • Grammar, punctuation and spelling edited. • Some sentences reworded/refined. • Additional information added to points. • Sources/references alphabetised. • Related policies added. 	June 2020
April 2020	<ul style="list-style-type: none"> • additional information added to points • additional wording added to include diagnosed health care need, allergy or relevant medical condition • inclusion of asthma, anaphylaxis and diabetes policies • additional sources 	