

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 Services National Regulations & the NESR regulations to ensure health related policies and procedures are developed and implemented 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.

Education and Care Services National Regulations

| Children (Education and Care Services) National Law NSW | |
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| 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 at the Service ensuring the safety and wellbeing of children, staff, families and visitors.

SCOPE

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

IMPLEMENTATION

The Farmhouse Montessori School is committed to adhering to privacy and confidential procedures when dealing with individual health 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 school. Key requirements must be in place prior to the child commencing to ensure their individual health and safety.

- 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 Head of School and staff of the service must be aware of any medical conditions of any child enrolled at the service. 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 Head of School 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 service 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 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 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 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:

- 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.
- 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 Service'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 Service.
- A child is not enrolled at the Service 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 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.
- The School enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They notify the School if any changes are to occur to the Medical Management Plan.
- They provide 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:

- have supporting documentation if appropriate
- include a photo of the child
- if relevant, state what triggers the allergy or medical condition
- include first aid needed
- Include contact details of the doctor who signed the plan
- state 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.
- The school must ensure the medical management plan remains current and up to date all times.

Risk Minimisation Plan

All children with a diagnosed medical condition must have a risk minimisation plan in place.

A meeting will be arranged with the parents/guardian as soon as the Service has been advised of the 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 service 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 Service 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 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 School who have a diagnosed medical condition will be provided with a copy of this policy, also any other relevant policies they will also be able to contact either the Head of School or Classroom Educator at any time for a Health Management Update of there child.

Source

- Education and Care Services National Regulation
- National Quality Standards
- Occupational Health and Safety Act

| Policy Review Date |
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| Sept 2017 |