

## Kids Capers OOSH Service

### Policy Title: **Dealing with Medical Conditions**

Scope: Educators, management, families and children.

#### Policy Statement:

The service will maintain a healthy and hygienic environment that promotes the health of children, educators and parents using our service. Children and parents using the service will be encouraged to share ownership of maintaining hygiene practices in the service. Educators will ensure that they maintain and model current best practice hygiene procedures as advised by NSW health authorities. Educators will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place" 1.2, 3.1) Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and family's confidentiality ("My Time, Our Place" 1.4). **The medical conditions policy will be provided to parents that identify that their child has a medical condition and a medical plan will be completed for each child that identifies with a medical condition.**

**Management of conditions including asthma, diabetes or risk of anaphylaxis will be managed according to the advice of the child's medical practitioner and parents. A risk minimisation plan for each child with a medical condition will be completed in conjunction with advice from the parents and medical practitioner**

#### Considerations:

- National Law Section 173
- **National Regulations 90-92, 96**
- National Standard 6: Element 6.2.1 "*The expertise in families is recognised and they share in the decision making about their child's learning and wellbeing.*"
- National Standard 6: Element 6.3.1 "*Links with relevant community and support agencies are established and maintained.*"
- National Standard 6: Element 6.3.3 "*Access to inclusion and support assistance is facilitated.*"
- Disability Discrimination Act 1975
- NSW Anti-discrimination Act 1977
- Work and Health Safety Act 2011
- Individual Medical Management Plans and corresponding resources
- Service policy on "Administration of Medication"
- Service policy on "Illness and Infectious diseases"
- Service policy on "Confidentiality"

#### Procedure:

Parents will be asked to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded by the parent on the child's enrolment form.

**Upon notification of a child's medical condition the service will provide the family of a copy of this policy in accordance with Regulation 91.**

Specific or long-term medical conditions will require the completion of a medical management plan with the child's doctor and parent.

It is a requirement of the service to meet its regulatory obligations that a risk minimisation plan and a communication plan be developed in consultation with the parents. The Service Coordinator will meet with the parents and relevant health professionals as soon as possible prior to the child's attendance to determine content of that plan to assist in a smooth and safe transition of the child into the service.

Content of the planning will include:

1. Identification of any risks to the child or others by their attendance at the service.
2. Identification of any practices or procedures that need adjustment at the service to minimise risk eg food service.
3. Process and time line orientation procedures for staff.
4. Methods for communicating between parents and educators any changes to the child's medical management plan

The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition (in accordance with Regulation 90). All educators, including volunteers, will be informed of any special medical conditions affecting children and orientated to their management. In some cases, specific training will be provided to educators to ensure that they are able to implement effectively the medical management plan.

Where a child has an allergy, the parents will be asked to supply a letter from their doctor explaining the effects if the child is exposed to whatever they are allergic to and to explain ways in which the staff can help the child if they do become exposed.

Where possible, the service will endeavour to not have that allergen accessible in the service. All medical conditions, including food allergies, will be placed on a noticeboard near the kitchen area. It is the responsibility of every educator at the service to regularly read and refer to the list.

All relief staff will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving that child, including what staff member will be responsible for implementing the plan, based on training and experience.

Where a child has a life threatening food allergy and the service provides food, the service will endeavour not to serve the particular food allergen in the service and families in the service will be advised not to supply that allergen. Parents of children with an allergy may be asked to supply a particular diet if required (eg. soy milk, gluten free bread).

Where it is necessary for other children to consume the particular food allergen, (eg. milk or other dairy foods) the child with the food allergy will be seated separately during meal times and all children will wash their hands before and after eating.

**As per Regulation 96, in the event of a child having permission to self-medicate, this must be detailed in an individual medical management plan including recommended procedures for recording that the medication has been administered. The doctor must provide this plan.. In one-off circumstances, the service will not make an exception to this rule and will require the families to complete the procedure for the educators to administer the medication. Please also see **Administration of Medication Policy****

Date Endorsed: December 2018

Date for review: July 2020 or as required