

Scope

This procedure applies to SDN Children’s Education and Care Centres.

Responsibilities

SDN (Approved Provider)

- ensuring the Nominated Supervisor fulfils all responsibilities relating to the management of children’s medical conditions
- ensures records are stored securely until the child is 25 years of age.

Nominated Supervisor/Responsible Person

- ensuring that any parent with a child enrolled at the service that has a specific health care need, allergy or other relevant medical condition is provided with a copy of the *Children with Medical Conditions Policy* and its Procedure at enrolment
 - prior to a child’s attendance or on initial diagnosis, advising the family to provide the service with a *Medical Management Plan* which outlines management of their child’s medical condition, including the following information, and is signed by a Registered Medical Practitioner
 - details of the specific health care need, allergy or relevant medical condition including the severity of the condition
 - any current medication prescribed for the child
 - the response required from the service in relation to the emergence of symptoms
 - any medication required to be administered in an emergency
 - the response required if the child does not respond to initial treatment
 - when to call an ambulance for assistance.
 - any medication required for the medical condition and within date.

If the above requirements are not provided by the family, the child’s enrolment will be refused.

- completing a *Risk Minimisation and Communication Plan* with the family prior to enrolment or at the time a medical condition is diagnosed
- ensuring that families know their responsibilities to:
 - immediately notify the Nominated Supervisor, as per the *Communication Plan*, any changes to the *Medical Management Plan* and *Risk Minimisation and Communication Plan*

- comply with the requirements and procedures in relation to children with medical conditions , administration of medication and completion of the *Medication Permission Form*
- provide the service with medication that is within its use by date.
- discussing individual *Medical Management Plan* and *Risk Minimisation* and *Communication Plan* with the Community Leader
- ensuring that all *Medical Management Plan* and *Risk Minimisation* and *Communication Plan* are current, kept up to date, accessible to all staff, educators and volunteers and filed/stored in the respective child’s enrolment record, together with the other documents related to the medical condition of the child
- ensuring that staff members, volunteers, students and educators (including casual/relief staff members):
 - can identify the children with a medical condition
 - know and understand the child’s *Medical Management Plan* and the location of the child’s medication
 - have read and are aware of the *Risk Minimisation and Communication Plan*.
- ensuring that permanent SDN staff are adequately trained to identify and respond to a medical emergency
- developing staff rosters to ensure that at least one staff member on the premises at all times has completed:
 - a current first aid qualification
 - asthma management training
 - anaphylaxis management.
- keeping the following emergency medication and kit on the premises:
 - Ventolin Inhaler (puffer)
 - EpiPen Jr Auto-Injector
 - Hypo-pack.
- displaying a copy of *General Action Plans* for Anaphylaxis and Asthma (as a minimum) near the place which contains the emergency medication
 - www.allergy.org.au for ASCIA Action Plan for Anaphylaxis - General
 - www.asthmaaustralia.org.au for Asthma First Aid Plan (commonly referred to as the 4x4 First Aid Plan).
- checking that any medication, including emergency medication has not expired
- storing medication appropriately and in a location that is known to all staff members (including relief/casual staff members), educators, volunteers and students which is easily accessible by adults (not locked away), inaccessible to children and away from direct sources of heat

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- displaying a notice stating that a child diagnosed at risk of anaphylaxis is enrolled at the service (posted at the main entrance)
- ensuring that the relevant section of the *Medication Permission Form* is completed when medication is administered to the child
- ensuring that a *Child Incident, Injury, Trauma and Illness Form* is completed when a child with a medical condition experiences symptoms or requires medication.
- reporting a serious incident to the Regulatory Authority if a child requires urgent medical attention relating to their medical condition
- complying with the *Medical Management Plan* and *Risk Minimisation and Communication Plan* of each child diagnosed with a medical condition and relevant policies and procedures such as the *Children with Medical Conditions Policy, Child Incident, Injury, Trauma and Illness Policy* and their Procedures.

Educators and staff members (including casual/relief staff members)

- are aware of symptoms, signs and triggers of medical conditions
- observing the children for symptoms or signs
- responding immediately to the needs of children in accordance with the *Medical Management Plan* and training
- informing the Nominated Supervisor or Responsible Person, as soon as possible, of any incident or concern about a child’s health or wellbeing
- completing an *Child Incident, Injury, Trauma and Illness form* when a child with a medical condition experiences symptoms or requires medication
- completing the relevant section of the *Medication Permission Form* every time medication is administered to the child.

Volunteers and students

- are aware of the *Medical Management Plan* and *Risk Minimisation and Communication Plan* of each child diagnosed with a medical condition and relevant policies and procedures such as the *Children with Medical Conditions Policy, Child Incident, Injury, Trauma and Illness Policy* and their Procedures.
- are aware of and can identify each child with a diagnosed medical condition.

Related SDN Documents

Policies

- SD-OP-2.07: Enrolment, Orientation and Transition into SDN Services
- SD-OP-2.11: Nutrition
- SD-OP-2.14: Children with Medical Conditions

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- SD-OP-2.15: Child Incident, Injury, Trauma and Illness
- SD-OP-2.18: Excursions, Incursions and Regular Outings
- WHS-OP-4.05: First Aid

Procedures

- SD-PRO-2.07-01: Enrolment, Orientation and Transition into SDN Services
- SD-PRO-2.14-02: Administration of Medication to Children
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- SD-PRO-2.18-01: Excursions, Incursions and Regular Outings
- WHS-PRO-4.05-01: First Aid

Forms/Templates

- SD-FRM-2.14-01-01: Risk Minimisation and Communication Plan
- SD-FRM-2.14-02-01: Medication Permission Form
- SD-FRM-2.14-02-02: Non-Prescription Medication Permission Form
- SD-FRM-2.15-01-01: Child Incident, Injury, Trauma and Illness Form

Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010, section 167
- Education and Care Services National Regulations 2011, regulations 90 to 92, 162 and 168(2)(d)
 - Schedule 1: National Quality Standard, standards 2.1 and 2.3, elements 2.1.1, 2.1.4, 2.3.2 and 7.3.5

Other References/Related Documents

- Medical Management Plan
- Asthma Foundation of Victoria – Asthma and the Child in Care Model Policy, version 6.2, January 2011
www.asthma.org.au/resources.aspx
- The Australasian Society of Clinical Immunology and Allergy (ASCIA) – www.allergy.org.au
- www.asthmaaustralia.org.au for Asthma First Aid Plan (commonly referred to as the 4x4 First Aid Plan).

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