

Rationale

SDN promotes and supports the inclusion of all children in our services and takes our duty of care for children and staff seriously. Some children have medical conditions that require management to ensure their safety and wellbeing.

This policy outlines requirements of staff and families when a child with a medical condition is in the care of SDN; when a child in SDN’s care develops a specific health care need, allergy or medical condition; or when carrying out steps according to a child’s *Medical Management Plan*.

Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

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

Key Terms

Nominated Supervisor

The Nominated Supervisor is a person employed or engaged by the approved provider to be responsible for the day to day management of the service as per the SDN *Nominated and Supervisor Certificate Policy*.

Responsible Person

The Responsible Person is a person who has been placed in day to day charge of the service as per the SDN *Nominated and Supervisor Certificate Policy*.

Medical conditions

Medical conditions include, but are not limited to, asthma, diabetes, seizures, mental illness and a diagnosis that a child is at risk of anaphylaxis.

Medical Management Plan

A plan provided by the parent, signed by a medical practitioner, outlining the *Medical Management Plan* for the child. This may also be known as an Action Plan.

Minor/legislative amendment or modification history

1 July 2021

Details: Page 2: addition of defining communication plans by email or direct conversation, safe handling, preparation and service of food practices. Medical Management plans are assessed and minimised

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Risk Minimisation Plan

A plan prepared in consultation with the parents of a child to ensure any risk related to the child's specific health care need, allergy or relevant medical condition is assessed and minimised.

Communication Plan

A plan established to ensure that a child's parent communicates (either by email or direct conversation with staff) and documented with the service of any changes to the *Medical Management Plan*; and the service will respond to these changes

Prescription medication

Medication prescribed by a medical practitioner.

Non prescribed medication

Medication purchased over the counter (from a pharmacy/chemist) and has a pharmacy dispensing label.

Emergency medication

Administration of medication for asthma and anaphylaxis without authorization in response to an emergency situation.

Policy

SDN will enrol children with medical conditions in our services. Where a child's medical condition cannot be managed safely, based on SDN's assessment and resources, we will explore all available options to support the family and child as far as is reasonably expected by non-medically trained staff.

SDN will provide a copy of SDN's *Administration of Medication to Children Procedure* to all parents at enrolment, and a copy of the *Children with Medical Conditions Policy* to the parent of a child enrolled at the service with a medical condition.

SDN will plan with the family, for the safe, effective care and health management of children who have a medical condition when they are to be in the care of SDN. This also applies to children who are diagnosed during their time with SDN.

The child's family will provide SDN with any relevant information about the child medical's condition and work with the service to complete a *Risk Minimisation and Communication Plan*. All necessary medication will be paid for and provided by the child's family.

No child will be taken into care without the appropriate medication and action plan (if required). This is extended to children who are diagnosed whilst in care.

SDN will ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented in the Service

Training for the management of medical conditions, such as emergency asthma, anaphylaxis and diabetes management, will be provided to SDN staff members.

Medical Management Plans for asthma, anaphylaxis and diabetes management will be prominently displayed for easy reference and included in the relevant child's enrolment record.

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SDN will issue medication in line with SDN's *Administration of Medication to Children* Procedure.

Related SDN Documents

Policy

- SD-OP-2.07: Enrolment, Orientation and Transition into SDN Services

Procedures

- SD-PRO-2.14-01: Children with Medical Conditions and Illness
- SD-PRO-2.14-02: Administration of Medication to Children

Forms/Templates

- SD-FRM-2.07-01-01: SDN Children's Education and Care Centre Enrolment Record
- 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

Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011, regulations 90 to 92, 177(1)(c), 162 and 168 (2)(d)
 - Schedule 1: National Quality Standard, standard 2.3, elements 2.1.1, 2.1.4, 2.2.1, 2.3.3, 2.3.4, 3.1.3

Other References/Related Documents

- National Health and Medical Research Council. Updated June 2013. Staying Healthy Preventing infectious diseases in early childhood education and care services childcare (5th Edition).
- Asthma Foundation of Victoria – Asthma and the Child in Care Model Policy, version 6.2, January 2011 - www.asthma.org.au/resources.aspx.
- Anaphylaxis Australia

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