

# Gulfview Heights Primary School Out of School Hours Care



## Medical Conditions Policy

To support children's wellbeing and manage specific individual health needs, allergy or relevant medical conditions our OSHC will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are 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.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

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
136	First Aid Qualifications
170	Policies and Procedures are to be followed

### PURPOSE

We aim to effectively respond and manage medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families and visitors at our OSHC service.

### SCOPE

This policy applies to children, staff, management and visitors to OSHC.

### IMPLEMENTATION

Our OSHC is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions. 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 OSHC. Key procedures and strategies must be in place prior to the child commencing at OSHC to ensure their individual health, safety and wellbeing.

The Approved Provider/Management will ensure:

- All enrollment forms are reviewed to identify any specific health care needs, allergy or medical condition

- A child is NOT enrolled at, nor will attend OSHC without a medical management plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma inhalers, adrenaline auto injector devices and insulin
- Educators, staff and volunteers have knowledge and access to this policy and relevant health management policies (asthma management policy/ anaphylaxis management policy/ diabetes management policy)
- Educators, staff and management have a clear understanding of children's individual health care needs, allergy or relevant medical condition
- all aspects of operation of OSHC must be considered to ensure inclusion of each child into the program
- Communication between families and educators is on-going and effective.
- Educators receive appropriate professional development and training in managing specific medical conditions and meeting children's individual needs
- At least one staff member or nominated supervisor is in attendance at all times with a current accredited first aid and CPR, emergency asthma management and emergency anaphylaxis management certificate
- Educators and staff have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition
- Families provide required information on their child's health care need, allergy or relevant medical condition, including:
  - medication requirements
  - allergies
  - medical practitioner contact details
  - medical management plan
- A medical management plan has been developed in consultation with families and the child's medical practitioner and provided to OSHC and/or
  - 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 access to emergency contact information for the child
- Casual staff are informed of children and staff members who have specific medical conditions or food allergies, the type of condition or allergies they have, and the OSHC's procedures for dealing with emergencies involving allergies and anaphylaxis
- A copy of the child's medical management plan is visibly displayed (in an area not generally available to families and visitors) but known to staff in OSHC
- Medication self-administered by a child over pre-school age, is only permitted with written authority signed by the child's parent or other responsible person named and authorized in the child's enrolment record to make decisions about the administration of medication
- In the event that a child suffers from a reaction, incident, situation, or event related to a medical condition OSHC 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 but as soon as possible
  - Contact the emergency contact if the parents or guardian can't be contacted when practicable but as soon as possible

- Notify the regulatory authority (within 24 hours)

#### Families will ensure

- They provide management with information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form and through verbal communication/meetings.
- They provide OSHC with a medical management plan prior to enrolment of their child
- They consult with management to develop a risk minimisation plan
- The OSHC's enrolment form is completed in its entirety providing specific details about the child's medical condition
- They notify OSHC if any changes are to occur to the medical management plan
- Notify OSHC, verbally when children are taking any short-term medications AND whether or not these medications may be self-administered (only applicable for a child over pre-school age)
- 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 12 months or evidence from a Medical Practitioner to confirm the plan remains unchanged
- They provide written consent for their child's medical management plan to be displayed in OSHC as per Education and Care National Regulations

#### Self-Administration of Medication

A child over pre-school age may self-administer medication under the following circumstances:

- A parent or guardian provides written authorisation with consent on the child's enrolment form – administration of medication
- Medication is stored safely by an educator whilst child is self-administering
- A record is made in the medication record for the child that the medication has been self-administered

#### **MEDICAL MANAGEMENT PLAN**

- Any Medical Management Plan provided by a child's parents and/or registered practitioner should include the following:
  - specific details of the diagnosed health care need, allergy or relevant medical condition
  - supporting documentation if required
  - a recent photo of the child
  - current medication and dosage prescribed for the child
  - if relevant, state what triggers the allergy or medical condition
  - first aid/emergency response that may be required
  - any medication that may be 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
  - contact details of the medical practitioner who signed the plan
  - the date of when the plan should be reviewed
- A copy of the Medical Management Plan will be displayed for educators 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 OSHC
- OSHC must ensure the medical management plan remains current at 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 OSHC 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:

1. That the risks relating to the child's specific health care needs, allergy, or medical conditions are assessed and minimised.
2. That practices and procedures in relation to the safe handling, preparation, serving, and consumption of food are developed and implemented.
3. That the parents/families are notified of any known allergies that pose a risk to a child and strategies for minimising the risk are developed and implemented.
4. Practices are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication.
5. That the child does not attend OSHC without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or medical condition.
6. Plan(s) are reviewed at least annually and/or revised with each change in the Medical Management Plan in conjunction with parents/guardians.
7. All relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators.
8. Parents are notified by educators in advance of any specific activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed.
9. Appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Control of Infectious Diseases Policy*.
10. Risk minimisation plans are reviewed in collaboration with families every 12 months.

## **COMMUNICATION PLAN**

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

1. all relevant staff members and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child; and
2. that an individual child communication book is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing

At all times, families who have a child attending OSHC who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans.

## 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).  
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).  
Guide to the National Quality Standard. (2017).  
My Time Our Place: Framework for School Age Care in Australia.  
National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*  
*Occupational Health and Safety Act 2004.*  
Revised National Quality Standard. (2018).

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