



The Hutchins School: Children's Services

CS-133: Medical Conditions Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.1: Each child's health is promoted; Element 2.1.1: Each child's health needs are supported.
Commencement Date	1/9/2013
Last Review Date	1/9/2016

1. Purpose

The purpose of this policy is to assist in the management of health and medical conditions in the children utilising care at any of The Hutchins School's Children's Services.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

The objective of this policy is to ensure the health, safety and wellbeing of the children in care at The Hutchins School's Children's Service. In the context of medical conditions, this protection includes:

- Ensuring that all supervisors, staff and volunteers at The Hutchins School's Children's Services are aware both of the various medical conditions that they can expect to encounter in a work-based context, and of the specific needs of the children in their care;
- Ensuring that all children with specific health care needs, allergy or relevant medical conditions have current, up-to-date and parent authorised medical management or Health Alert plans;
- Requiring that the Medical Management plans provided by parents and/or families are followed in the event of an incident relating to the child's specific health care need, allergy or relevant condition; and
- Requiring the development of a risk minimisation plan, in consultation with the parents and/or family of the child.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarten The Hutchins School: Kindergarten (including Pre-Kinder)



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Allergy

Allergy occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in house dust mites, pets, pollen, insects, moulds, foods and some medicines.

When people with allergies are exposed to allergens they can develop an immune reaction that leads to allergic inflammation (redness and swelling).

This can then cause symptoms in the:

- **nose and/or eyes** - hay fever (allergic rhinitis/conjunctivitis)
- **skin** - eczema, hives (urticaria)
- **lungs** - asthma

A substance that is an allergen for one person may not be for another - everyone reacts differently. The likelihood (or risk) of developing allergies is increased if other family members suffer from allergy or asthma.¹

Anaphylaxis

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Anaphylaxis should be treated as a medical emergency, requiring immediate treatment.

Asthma

Asthma is a respiratory condition marked by attacks of spasm in the bronchi of the lungs, causing difficulty in breathing. It is usually connected to allergic reaction or other forms of hypersensitivity.

5. Policy Information

The Hutchins School is committed to ensuring the health and safety of all of the children in its care, including those with specific health needs or medical conditions.

The service will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service. Educators are also responsible for raising any concerns with a child's parents about any medical condition known to the service, or any suspected medical condition that arises.

¹ Definitions obtained from the Australasian Society of Clinical Immunology and Allergy, at: www.allergy.org.au/patients/about-allergy/what-is-allergy



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No child with a known medical condition enrolled at the service will be able to attend the service without first supplying the relevant medication prescribed by their medical practitioner. Families are required to provide this information on the Enrolment Form, and are responsible for updating the service on any new medication, cessation of medication, or any changes to their child's prescription.

Key responsibilities and Authorities

The parents/Guardians and authorised persons are responsible for:

- Informing the centre and staff on enrolment (or as soon as their child is diagnosed) of their child's illness;
- Providing the centre with a current management plan signed by a medical practitioner, and including a recent photo of the child. This plan must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care need;
- Informing the Nominated supervisor of any changes to their current management plan; and
- Ensuring that their child is provided with the relevant medication *in its original container*, in-date and current according to their child's health needs, at all times. This medication is to be supplied to the service by the parent, and will be retained on the premises, save in the exception of excursions, where the medication will accompany the Educators at all times.

Information that must be provided on Enrolment Form

The service's Enrolment Form provides an opportunity for parents to help the service to effectively meet their child's needs relating to any medical condition.

Information regarding the following medical conditions must be completed on the Enrolment Form. This information will be included either in the space provided, or as an additional attachment (as requested on that form), and retained at the service. The medical conditions for which further information has been requested includes, but is not limited to:

- Asthma
- Diabetes
- Allergy
- Anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the service.



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- Any Medical Management Plan (and/or Health Alert) put forward by a child's parents and/or registered medical practitioner. The Medical Management Plan must be used to inform the Medical Conditions Risk Minimisation Plan. Parents are responsible for updating their child's Medical Management Plan as necessary and will be regularly reminded by the service as per the Medical Management Communications Plan.

Identifying Children with Medical Conditions

Any information relating to a child's medical conditions will be shared with the Nominated Supervisor, educators, volunteers and any other staff member at the service. Individuals will be briefed by the Nominated Supervisor on the specific health needs of each child. Information relating to a child's medical conditions, including the child's Medical Management Plan, Medical Conditions Risk Minimisation Plan, and the location of the child's medication will be shared with all educators and volunteers and displayed in an accessible location to ensure all practices and procedures are followed accordingly.

All educators and volunteers at the service must follow a child's Medical Management Plan in the event of an incident related to a child's specific medical conditions requirements.

Medical Conditions Risk Minimisation Plan

Using the Medical Management Plan, the service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents. The Medical Conditions Risk Minimisation Plan must ensure that any risks are addressed and minimised. The Plan must be developed with the child's parents and medical professionals and these individuals must inform the Medical Conditions Risk Minimisation Plan. To promote consistency and ensure the welfare of all children using the service, we will follow all health, hygiene and safe food policies and procedures.

Any allergens that may be present at the service will be communicated to parents and addressed through the Medical Conditions Risk Minimisation Plan.

Enrolment Conditions

Upon enrolment, the service seeks medical information from parents about any known allergies. Parents are asked for supporting documentation as well as a Medical Management Plan. This Medical Management Plan should include a photo of the child, what triggers the allergy, first aid needed and contact details of the doctor who has signed the plan. This plan should be displayed in the service, in an area where all educators can easily access near a telephone. A copy should also be kept where the child's medication is stored. If the child is taken on an excursion, a copy of the management plan should be taken on the excursion. Should a child be known to have allergies requiring medication if a reaction occurs, the parents will be asked to provide the medication. Furthermore, should the child's treatment change, families are asked to provide the



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service with a new Medical Management Plan from their child's medical practitioner. Documentation will then be updated at the service.

If displaying personal information about children's or staff member's allergies in food preparation or serving areas, do so in accordance with privacy guidelines, such as displaying in an area accessible to staff and not accessible to visitors or other families. Explain to families the need to do so for purpose of safety of the child.

Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction in a child. These practices will be documented and reflected upon, with any practice that may be discovered amended to decrease risk.

The service will display an Australasian Society of Clinical Immunology and Allergy Inc. (ASCI) generic poster called Action Plan for Anaphylaxis in a key location at the service.

The service will ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.

Further information regarding Allergy and Anaphylaxis may be obtained through the School's [Allergy and Anaphylaxis Policy](#).

Routinely, the service will review each child's medication to ensure it remains current, and has not expired.

Medication Administration & Medication Administration Records

For information regarding Medication Administration, and Medication Administration Records (including those for self-administration of medication), please refer to the relevant policy, "Medication Administration".

6. Supporting Procedures / Guidelines

Individual Risk Management Plans for children with Medical Management Plans

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.1: Each child's health is promoted**
 - Element 2.1.1: *Each child's health needs are supported*



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- Element 2.1.3: *Effective hygiene practices are promoted and implemented*
- Element 2.1.4: *Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.*

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Quality Area 6: Collaborative partnerships with families and communities

- **Standard 6.2: Families are supported in their parenting role and their values and beliefs about child rearing are respected.**
 - Element 6.2.2: *Current information is available to families about community services and resources to support parenting and family wellbeing.*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 90: Medical Conditions Policy.

8. Referenced External Documentation

National Health and Medical Research Council. *The Australian Immunisation Handbook* (9th Edition). Canberra: 2005.

National Health and Medical Research Council. *Staying Healthy in Child Care: Preventing Infectious Disease in Child Care* (5th Edition). Canberra: 2012.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.



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10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

<i>Date</i>	<i>Changes made under review</i>
8/11/2013	Minor changes made upon review by the Executive (JMa & Jab). Reference to the School-Wide allergy and anaphylaxis policy included.
13/2/2014	Further changes made based on review by BSe. Hyperlinks added, definitions added (Asthma, Allergy, Anaphylaxis), minor textual changes for clarification.