

4.4 Medical Conditions Policy

1. Purpose

My Place Family Day Care aims to promote the health, safety and wellbeing of children by efficiently responding to and managing medical or health conditions and severe allergies.

2. Scope

This policy applies to Nominated Supervisor, Coordinators, Educators, Educator Assistants, parents and children

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child**

Authorised Nominee: in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

Authorised Person: Means a person who is a parent or family member of the child who is being educated and cared for by the family day care educator. **PLEASE NOTE: A parent or family member does not include a person whose access to the child is prohibited or restricted by a court order or tribunal.**

Educator: A suitably qualified person who is registered with the Service.

Communication plan: Is a plan that forms part of the policy and outlines how the Service will communicate with parents and staff in relation to the policy. The communication plan also describes how parents and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child is diagnosed as at risk of any medical condition such as anaphylaxis whilst enrolled at the Service.

Medical condition: In accordance with the *Education and Care Services National Regulations 2011*, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions. Medical conditions can also include other diagnoses including but not limited to Epilepsy, Cystic Fibrosis, Cerebral Palsy and heart conditions.

Medical Management Plan (Action Plan): A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan.

Health Management Plan: Use to identify and clarify the level of support needed. Not all children with medical needs will require a Medical Management Plan. In some cases, a written Health Management Plan from the parent is acceptable.

4. Policy

My Place Family Day Care is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at the Service.

The medical conditions of children that most commonly cause concerns in a family day care setting are asthma, diabetes, epilepsy and severe allergic reaction (anaphylaxis). In some cases, these can be life threatening.

Most children with medical needs can attend childcare and take part in everyday activities with some support. Educators may need to take extra care in supervising some activities to make sure children with medical conditions are not put at risk.

Parents have the primary responsibility for their child's health. For children to receive the best possible care, parents should advise the Service and the Educator of any conditions that may require intervention during the day.

All parents must complete an enrolment form which notes information about medical conditions prior to their child commencing care and a Medical Management Plan or a Health Management Plan is to be provided /developed. Parents are to work with Educators and the Service to develop an agreed risk minimisation plan in the case of the above medical conditions.

4.1 Health Management Plans/Medical Management Plans

Medical Management Plans (Action Plan) will be written by a registered medical practitioner before a child with a medical condition commences childcare.

Health Management Plans will be completed on enrolment or if a medical condition presents itself after a child has commenced care.

Children are not permitted to attend care without their medication as prescribed on their Medical Management Plan (Action Plan).

Educators can only administer medication in accordance with a Health Management Plan or a Medical Management Plan (Action Plan).

4.2 Anaphylaxis Management

The Service aims to minimise the risk of an anaphylactic reaction while the child is in the care of the Service. This policy applies when a child is diagnosed by a medical practitioner as being at risk of anaphylaxis.

Educators will respond to an anaphylactic reaction by initiating appropriate treatment including competently administering an EpiPen or AnaPen.

A child who has been prescribed an Epi/AnaPen is not permitted to attend the Service or its programs without the device and a current Medical Management Plan (Action Plan) for Anaphylaxis.

4.3 Asthma Management

The Service aims to minimise the risk of an asthma attack while the child is in the care of the Service. This policy applies when a child is diagnosed with asthma by a medical practitioner.

Educators will respond to an asthma attack by initiating appropriate treatment including competently administering medication as prescribed.

A child who has been prescribed an asthma medication is not permitted to attend the Service or its programs without the device and a current Medical Management Plan (Action Plan) for asthma.

4.4 Diabetic Management

Type 1 diabetes is treated with insulin replacement via injections or a continuous infusion of insulin via a pump. Before the child commences childcare, the Educator will be trained in how the insulin will be administered.

A child diagnosed as diabetic (type 1) is not permitted to attend the Service or its programs without the medication and a current Medical Management Plan (Action Plan) for the condition.

4.5 Epilepsy

Seizures can happen for many reasons. At least one in 200 children has epilepsy. Not all seizures involve loss of consciousness. Epilepsy is a very individual condition. Seizures can take many different forms and a wide range of terms may be used to describe the particular seizure pattern that individual children experience.

Parents will provide information about the triggers to seizures.

Parents are to provide information to be incorporated into the individual Medical Management Plan (Action Plan), setting out the particular pattern of an individual child's epilepsy.

4.6 Other Medical Conditions

Where the Service is notified of a medical condition not described above, a Health Management Plan will guide how the condition will be managed. The Service, in conjunction with the parents and any relevant medical practitioner, will assist the Educator develop the capacity and ability to manage the condition.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2015	Reviewed
Revision 02	01/2016	Reviewed
Revision 03	08/2017	Reviewed
Revision 04	11/2019	Reviewed
Revision 05	01/2021	Reviewed

6. Related Documents

Policies

- 4.3 Serious Incident and Emergencies Policy
- 4.5 Administration of Medication Policy
- 4.6 Administration of First Aid Policy
- 10.4 Confidentiality and Records Management Policy

Procedures

- 4.16 Responding to Medical Emergency Procedure

- 4.17 Responding to Other Emergencies Procedure
- 4.19 Medical Conditions Procedure
- 4.20 Anaphylaxis Procedure
- 4.21 Asthma Procedure
- 4.22 Diabetic Procedure
- 4.23 Epilepsy Procedure
- 4.24 Administration of Medication Procedure
- 4.25 Self Administration of Medication Procedure
- 4.26 Administering First Aid Procedure
- 10.6 Confidentiality and Privacy Procedure
- 10.7 Record Management and Storage Procedure
- 10.9 Notifications Procedure

Forms

- Health Care Plan
- Health Management Plan
- Medical Management Plan
- Communication Plan
- Child Enrolment
- Home Safety Checklist
- Incident, Injury, Illness, Trauma Record
- Medication Record Permission

References

- ACECQA (2017). Family Day Care Educator Compliance Responsibilities under the National Law and the National Regulations: Compliance Guide
- ACECQA, Requirements for Family Day Care Educators (From 1 Oct 2017) Info Sheet
- Australian Government National Health and Medical Research Council (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition), retrieved from <https://www.nhmrc.gov.au/guidelines-publications/ch55>
- Caring for Diabetes in Children and Adolescents, Royal Children's Hospital Melbourne: <http://www.rch.org.au/diabetesmanual/>
- Asthma Australia - <https://www.asthmaaustralia.org.au/>
- Allergies and Anaphylaxis Australia - <https://allergyfacts.org.au/allergy-anaphylaxis>
- Epilepsy Australia - <https://www.epilepsy.org.au>
- Coeliac Australia - <https://www.coeliac.org.au>
- Children's Health QLD - <https://www.childrens.health.qld.gov.au/fact-sheet-coeliac-disease/>
- Guide to the National Quality Framework 2018 Chapter 2 The National Quality Standards, Quality Standard 2: Children's Health and Safety

2.1.2: Health practices and procedures – effective illness and injury management and hygiene practices are promoted and implemented

2.2.1: Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.2: Incident and emergency management - plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

2.2.3: Child Protection – Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect.

Education and Care Services National Regulations 2011

R.85: Incident, injury, trauma and illness policies and procedures

R.86: Notification to parents of incident, injury, trauma and illness

R.87: Incident, injury, trauma and illness record

R.89: First Aid Kits

R.90: Medical Conditions Policy

R.91: Medical Conditions Policy is provided to families

R.92: Medication Record

R.93: Administration of Medication

R.94: Exception to authorisation requirement – anaphylaxis or asthma

R.95: Procedure for administration of medication

R.96: Self administration of medication

R.97: Emergency and evacuation procedures

R.161: Authorisations to be kept in enrolment record

R.162: Health information to be kept in enrolment record

R.168 (2) (d) Education and care service must have policies and procedures

R.174: Prescribed information to be notified to the Regulatory Authority

R.176: Time to notify certain information to Regulatory Authority