

Medical Conditions Policy

– OSH Care



Principle

Tallygaroopna Primary School OSH Care is committed to:

- ☐ Providing a safe and healthy environment for children with specific health care needs, allergies or other medical conditions e.g. asthma, diabetes, epilepsy, diagnosed at risk of anaphylaxis etc.
- ☐ Ensuring that children with such needs can participate equally in all aspects of the children's program.
- ☐ Ensuring each staff member, and other relevant adults, have adequate knowledge of individual children's specific health care needs, allergies or other medical conditions and the relevant emergency procedures.
- ☐ Raising awareness about specific health care needs, allergies or other medical conditions amongst the service community and children in attendance.

Guidelines

Our service will:

- ☐ Ensure that all early childhood educators have completed approved first aid (including anaphylaxis management training) as stated in the Education and Care Services National Regulations 2011 (Reg. 136). Such training will be updated at least every 3 years.
- ☐ Ensure that there will be at least one staff member on duty who has undertaken current approved emergency asthma management training (Reg. 136). Such training will be updated at least every 3 years.
- ☐ Ensure that all relief educators in a service have completed approved first aid and anaphylaxis management training as stated in Education and Care Services National Regulations 2011 (Reg. 136). Such training will be updated at least every 3 years.
- ☐ Ask all parents/guardians as part of the enrolment procedure, and prior to their child's attendance at the service, whether the child has any specific health care needs, allergies or relevant medical conditions and document this information on the child's enrolment record.
- ☐ Ensure that all parents or guardians of the service are informed about the management of medical conditions in the service in a variety of ways including information in the service information handbook, having the service policies and procedures readily accessible and available for inspection (Reg. 171), newsletter items notices (as relevant).
- ☐ Ensure that all staff (including relief educators), volunteers and students are informed about the management of medical conditions in the service in a variety of ways including information in the staff handbook, induction processes, having the service policies and procedures readily accessible and available for inspection (Reg. 171), discussion at educator meetings etc.

In services where a child with specific health care needs, allergies or other medical conditions is enrolled the staff shall also:

- ☐ Provide a copy of this medical conditions policy and other relevant policies e.g. anaphylaxis, asthma, to the parent of the child with specific health care need, allergies or other medical conditions (Reg. 91).
- ☐ Ask the parents/guardians to provide a relevant medical management plan for the child informing staff of the condition, medical management and action to be taken in the event of an incident relating to the condition before the child can commence in care. This may include:

- o Anaphylaxis action plan
- o Asthma action plan
- o Diabetes action plan
- o Medical Information Sheet
- o Other relevant medical management plan related to the child's specific health care need, allergies or medical condition

Medical management plans are required to be signed by a Registered Medical Practitioner, reviewed on an annual basis and, where relevant, include the child's photo.

□ Develop an individual risk minimisation plan in consultation with the parent/guardian of the child, prior to commencement at the service. The risk minimisation plan shall include:

- o Risks relating to the child's specific health care needs, allergies or other medical conditions
- o Specific practices and procedures in relation to the safe handling, preparation, consumption and service of food, if relevant
- o Practices and procedure identifying child, child's medical management plan and location of child's medication

□ Attach copies of the risk minimisation plan to all copies of the child's medical management action plan.

□ Ensure that the child's medical management plan and risk minimisation plan is inserted into the enrolment record for the child and a copy is visible and known to all staff in the service. This may include copies being kept:

- o In the child's room
- o Other rooms at the service
- o In the kitchen
- o On the food trolley
- o In portable first aid kits

□ Follow the child's medical management plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

□ Ensure that the Communication Plan is followed and fully implemented along with the guidelines set out at the end of this policy.

□ Ensure that no child is permitted to attend the service and its programs without medication prescribed by the child's medical practitioner in relation to the child's specific health care needs, allergies or relevant medical condition.

□ Ensure that notices shall also be on display in the service kitchen and child's room alerting staff to the child's specific health care needs, allergies or relevant medical conditions.

□ Display an Emergency Contact Card by the telephone and, if appropriate, the food trolley.

□ Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented, where relevant.

□ Refer to the child's risk minimisation plan to guide the use of foods in activities within the program e.g. food, food containers, boxes and packaging in crafts, cooking and science experiments.

□ Ensure that the educators accompanying children outside the service carry relevant medication, a copy of the medical management plan and risk minimisation plan. This will include when children are on short excursions e.g. walk to kinder.

□ All medication shall be administered by authorised educators. The services do not allow for self administration of medication even if the child is over preschool age (Reg. 90).

Parents/guardians of children shall:

- ☐ Inform educators at the children's service, either on enrolment or on diagnosis, of their child's specific health care needs, allergies or relevant medical conditions.
- ☐ Provide educators with a medical management plan (complete with photo) signed by the Registered Medical Practitioner.
- ☐ Develop a risk minimisation plan with service educators.

Communicate all relevant information and concerns to educators, for example, any matter relating to the child's specific health care needs, allergies or relevant medical condition, including an episode outside education and care hours. Refer to Communication Plan below.

- ☐ Notify educators of any incident related to their child's medical condition that may have occurred while the child was not attending the service.
- ☐ Notify educators of any changes to their child's status in their specific health care needs, allergies or relevant medical condition and provide a new medical management plan in accordance with these changes and/or update the child's risk minimisation plan.
- ☐ Comply with the service's policy that no child who has been prescribed medication in relation to their specific health care needs, allergies or relevant medical conditions is permitted to attend the service or its programs without that medication or device.

Communication plan:

All staff members, including relief educators, volunteers and students will be:

- ☐ Informed about medical conditions management in the service by having the service policies and procedures readily accessible and available for inspection (Reg. 171), including the service's medical conditions policy
- ☐ Informed of the service's procedures for identification of children with specific health care needs, allergies or relevant medical conditions
- ☐ Informed about the medical management plan and risk minimisation plan for each child with specific health care needs, allergies or relevant medical conditions in the service

Such communication shall take place through:

- ☐ Inclusion of medical conditions management information on the staff, relief educator, student and volunteer induction checklists
- ☐ Staff meetings
- ☐ Use of staff communication diaries e.g. new child enrolled
- ☐ Where appropriate, prominent display of notices and/or the child's medical management and risk minimisation plan (e.g. in main entrance, kitchen, child's rooms) informing those entering the service that a child with specific health care needs, allergies or relevant medical conditions is attending the service e.g. anaphylaxis

All parents/guardians will be:

- ☐ Informed about medical conditions management in the service by having the service policies and procedures readily accessible and available for inspection (Reg. 171), including the service's medical conditions policy
- ☐ Informed, where appropriate, if a child with specific health care needs, allergies or relevant medical conditions is being cared for and educated in the service

Such communication shall take place through:

- ☐ Where relevant, prominent display of notices and/or the child's medical management and risk minimisation plan (e.g. in main entrance, kitchen, child's rooms) informing those entering the service that a child with specific health care needs, allergies or relevant medical conditions is attending the service e.g. anaphylaxis
- ☐ Notices displayed and/or sent to families informing them of all known allergens that pose a risk to children in the service and strategies to minimise and manage these risks (as appropriate)
- ☐ Information about medical conditions management in Parent Handbook, Newsletters, notice boards, displays etc.

Parents/guardians will be encouraged to communicate with educators at the service about any changes required to the child's medical management plan and risk minimisation plan. This can be by:

- ☐ Verbal discussion with an educator and the Coordinator/Program Leader
- ☐ In writing e.g. letter from parent/doctor setting out any changes
- ☐ Submitting a new medical action plan
- ☐ Renewal of child's risk minimisation plan (revised annually)

RELATED POLICIES

- ☐ Anaphylaxis – School Policy
- ☐ Asthma – School Policy
- ☐ Emergency Procedures – School Policy
- ☐ Food Safety
- ☐ Medication – School Policy
- ☐ Illness – School Policy
- ☐ Nutrition

REFERENCES AND SOURCES

- ☐ ASCIA *Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Kindergarten and Childcare Centre's*.
- ☐ ASCIA – The Australasian Society of Clinical Immunology and Allergy Website: www.allergy.org.au Viewed 24/3/12
- ☐ Education and Care Services National Regulations 2011
- ☐ www.education.vic.gov.au - Anaphylaxis model policy.
- ☐ www.betterhealth.vic.gov.au
- ☐ www.diabetesvic.org.au
- ☐ Diabetes Australia Victoria 1300 136 588
- ☐ Anaphylaxis Management: Practice Note 3 DEECD January 2011
- ☐ www.epilepsy.org.au
- ☐ Health Act 1958
- ☐ Health Records Act 2001
- ☐ Occupational Health and Safety Act 2004

Evaluation:

- This policy was endorsed by School Council on Monday 20th October 2025.
- This policy will be reviewed as part of the school's four year review cycle.