



POLICY:	MANAGEMENT of MEDICAL CONDITIONS
2B.12	

1. Policy Objective:

To ensure that up to date medical information is provided by the families to the service in cases where children are known to have severe allergic reactions, asthma, life-threatening illnesses and medical conditions to enable the provision of a health management plan.

2. Explanation:

There is an increase in the number of children being diagnosed with severe allergic reactions, asthma, diabetes and medical conditions. Information about a child's health risks must be shared with the service to ensure that a comprehensive health management plan is in place explaining how staff are to look after the child in the event of a medical emergency.

3. Implementation:

- 3.1 At enrolment, medical information, special dietary considerations and any other important medical information in regard to a child's health and wellbeing must be provided by the family (*Enrolment Form ENR.002*).
- 3.2 Parent/guardians will be given a copy of this Policy and asked to complete an *Asthma Management Plan*, an *Anaphylaxis Management Plan*, a *Type 1 Diabetes Management Plan* or another Health Management plan. The Health Management Plan is to be completed by the child's doctor and parent/guardian.
- 3.3 The Health Management Plan will identify:
 - The medical condition
 - Symptoms and triggers (if known)
 - Medical action needed throughout the day
 - Medication to be administered throughout the day
 - Emergency medical action/medication that may be required and assist to identify:
 - Training requirements for staff
 - The requirements for a Communication Plan for staff and parent
- 3.4 A Risk Minimisation and Communication Plan (WHS.053) must be completed for all children with a medical condition.
- 3.5 Where a child has been diagnosed as 'at risk' of anaphylaxis, a notice stating this will be displayed in the service, with consideration to the need for confidentiality.
- 3.6 Any special dietary requirements/allergies etc. will be listed and displayed, with staff, new staff and relief staff informed during induction processes and/or staff meetings; a photo of the child is helpful for this process (with the permission of the parent/guardian).
- 3.7 If an Adrenaline Auto Injector is to be administered in the case of anaphylaxis/severe allergic reaction, all staff who provide care to the child are to have training in correct use of the Adrenaline Auto Injector. Training is to be documented in each person's personnel file
- 3.8 If food is provided by the service, every precaution will be taken to ensure that the child is given food that is safe for them to eat.
- 3.9 If a child has severe food sensitivities/allergies, the family may be asked to supply some or all of the child's food each day.
- 3.10 If the child becomes ill while at the service, staff will:
 - 3.10.1 Provide care/medication as per the Health Management Plan instructions.
 - 3.10.2 Inform the Parent/guardian as soon as possible and an ambulance will be called if needed.
 - 3.10.3 Staff will complete a *Child Incident or Injury Form* (WHS.006) and/or an *Illness in Care Form* (WHS.008), plus record the medication that is given.

- 3.11 Parent/guardians must inform the service immediately when there is a change to a child's medical condition, treatments, etc.
- 3.12 If medication is supplied to the service in case of an emergency, the parent/guardian must ensure that it has a pharmacy label, clearly noting the child's name, date of birth and that the medication is in date. Medications that are out of date cannot be administered.

Evaluation:

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

Associated Documents:

All associated documents can be found in the Enrolment and Work Health and Safety sections of the QLECS Forms and Documents

Related Policies:

- 2B.02: Child Safe Environment
- 2B.13: Medications, Paracetamol and Natural Therapies
- 4.26: Training and Development

References:**Legislation:**

Education and Care Services National Law 2011:
Education and Care Services National Regulations 2011: Regulation 90 to 95
Work, Health and Safety Act 2011

Websites:

Anaphylaxis Australia	www.allergyfacts.org.au
Better Health Channel	www.betterhealth.vic.org.au
Diabetes Association Queensland	www.diabetesqld.org.au
NSW Health	www.health.nsw.gov.au
Health Victoria	www.health.vic.gov.au
Queensland Health	www.health.qld.gov.au