

## ARMIDALE & DISTRICT FAMILY DAY CARE

### DEALING WITH MEDICAL CONDITIONS POLICY

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| <b>Related documentation</b><br><b>Policy/policies:</b><br><br><b>Regulation/s/ Standards:</b><br><br><b>Related procedures:</b><br><br><b>References:</b> | Assist with administration of first aid<br>Incident, injury, trauma and illness<br>Nutrition, food, beverages and dietary requirements<br>Education and Care Services National Regulations ( 90-91, 92-96, 102,136, 137-143, 175-176,178,181-184, 246)<br>QA 2 National Quality Standard<br>Administering medication<br>Workplace health and safety (educators)<br>The Asthma Foundation<br><a href="http://www.asthmafoundation.org.au">www.asthmafoundation.org.au</a><br>Anaphylaxis Australia<br><a href="http://www.allergyfacts.org.au">www.allergyfacts.org.au</a><br>Diabetes Council<br><a href="http://www.diabetesaustralia.com.au">www.diabetesaustralia.com.au</a><br>Epilepsy<br><a href="http://www.epilepsyaustralia.net">www.epilepsyaustralia.net</a> |
| <b>Date effective</b>  | May 2016  |
| <b>Date for review</b>   | May 2018  |
| <b>Purpose</b>   | To protect children’s health and wellbeing by responding effectively to medical conditions and allergic reactions.  |
| <b>Responsibility</b>  | Educators, Relief Educators, Staff  |

#### **Key information:**

This policy refers to medical conditions such as asthma, anaphylaxis, diabetes and epilepsy. Some medical conditions are potentially life threatening .Once diagnosed the Educator (or Staff member) must:

- a) Respond appropriately to symptoms, reactions or episodes by initiating the treatment recommended in the child’s Medical Management Plan or, in the case of first symptoms or a first reaction or episode, the appropriate First Aid.
- b) Implement a risk management approach to minimize specific or common triggers in the care environment.

### **Procedure:**

- When a child has been diagnosed with a Medical Condition their parents or guardian must supply must provide Armidale & District Family Day Care with a Medical Management plan to the Educator and Coordination Unit and assist them to develop a risk minimisation plan for the child in care e.g. develop safe food handling, preparation and consumption procedures, assess potential allergens in the care environment, communicate the health management plan to all relevant family day care Staff, Educators, Educator's assistants and students.
- In the case of asthma or diabetes management parents will need to advise Educators of any extra medications or actions that need to be taken in the event of increased signs and symptoms and sign authorisation for these. Copies of any additional documentation need to be sent to the Coordination Unit.
- Family Day Care Staff, Educators and Educator's Assistants will receive training in the management of health and medical conditions including anaphylaxis and asthma.
- Parents need to demonstrate the use of any equipment required for asthma treatment.
- Armidale & District Family Day Care permits school aged children to self-administer medication with the approval of the child's parents (as per Regulation # 96).
- Self- administration of medication must adhere to guidelines in the child's Medical Management Plan.
- The Educator must supervise the child's self -administration of medication and document the administration as per AFDC's Administration of Medication Procedure.
- Educators caring for a child with diabetes will receive training by a medical professional or diabetes educator in the administration of medication such as insulin.
- Parents will be contacted or medical assistance will be sought if the child's asthma or diabetes symptoms progress whilst in care.
- The child's asthma medication can be administered to them in an emergency without prior authorisation.
- If a child with a specific health or medical condition is in care it will be necessary for the Educator or the Coordination Unit (in the case of Play session) to display notice of this.
- The Educator caring for the child needs to indicate the location of the child's medication to a visiting Coordinator, Educator or Educator's Assistant.
- The Nominated Supervisor will request updated medical information related to the health management plan from the family at least annually.
- The Educator needs to relay any updated information regarding the health management plan that they receive to the Nominated Supervisor in a timely manner.

### **Severe allergies with risk of anaphylaxis**

- Parents will inform the Educator and Coordination Unit of known allergies at enrolment or on diagnosis.
- Parents need to supply a health management plan which will be completed in consultation with the child's doctor identifying allergy triggers and emergency treatment if exposed.
- Educators need to be aware of the common foods and substances that can trigger a reaction in children who are susceptible e.g. peanuts and other tree nuts, shell fish, fish, eggs, wheat, milk, milk products, soy, seeds, some fruits, antibiotics, vaccines, bee and insect stings, latex, rubber products and some plants.
- The care environment will need to be maintained to minimise the risk to susceptible children e.g. Educators may request that all families avoid providing certain foods.
- Regulation 94 allows an exception to the Medication authorisation requirement in a suspected anaphylactic emergency. Educators are advised to call an ambulance and seek authorisation to administer an emergency dose of adrenalin.