

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Medical Conditions Policy*

<b>Related documentation Policy/policies:</b>	Dealing with Medical Conditions, Enrolment and Orientation Policy, Inclusion Policy, Dealing with Infectious Diseases, Administration of First Aid
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulation Section 167, Regulation 85 – 96,, 136, 162 ©, 168, - 173. National Quality Standard Area 2.
<b>Related procedures:</b>	Administering Medication, Infection Control/Handwashing, Work Health & Safety (Educators).
<b>References:</b>	ACECQA Research and Resources Staying Healthy in Childcare
<b>Date effective</b>	November 2023
<b>Date for review</b>	November 2025
<b>Purpose</b>	Armidale Out of School Hours Care will use its best endeavours to keep children safe and healthy by having policies and procedures in place for dealing with medical conditions in children, even if the service has no children with a medical condition in the service.
<b>Responsibility/applies</b>	Management, Nominated Supervisor, Educators and Families

#### **POLICY STATEMENT**

Armidale Out of School Hours Care aims to ensure that all children enrolled in the service are supported to feel physically and emotionally well and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they have a medical condition or are unwell.

At all times, Educators will act in the best interests of children and ensure the health, safety and wellbeing of all children being educated and cared for at Armidale OSHC.

#### **PROCEDURES**

- During the enrolment process, children’s medical issues and management must be discussed with families, including the provision of medical management plans, provided by a medical practitioner, and supporting documentation, if required.
- Armidale OSHC management will partner with families of children with diagnosed medical conditions to develop a risk minimisation plan to ensure that risks relating to the child’s specific health care need or relevant medical condition are assessed and minimised.

- In conjunction with the risk minimisation plan, a communication plan will be developed setting how communication occurs if there are any changes to the medical management plan or risk management plan for the child
- When a family's circumstances change, families must inform the service of any additional medical conditions from which their child suffers, any severe allergy or risk of anaphylaxis, or changes in the nature of the child's medical management plan.
- **Copies of all required Medical Action Plans in relation to children enrolling in the service must be provided prior to the child attending care.**
- In the case of Asthma and Diabetes management, families must advise Armidale Out of School Hours Care of any additional medications or actions that need to be taken in the event of escalation of symptoms, providing written authorisation for their administration.
- Where a child has a life threatening allergy to a commonly used product or food, the service may request the family to supply an alternative (e.g. soy milk, gluten free bread or specific sunscreen)
- Where a child has an allergy other than asthma and anaphylaxis, the parents will be asked to supply a letter from their doctor explaining the effects if the child is exposed to whatever they are allergic to and to explain ways the staff can help the child if they do become exposed.

**In dealing with Medical Conditions in children, Armidale Out of School Hours Care Management and Nominated Supervisors will:**

- Ensure that all responsible Educators maintain up to date First Aid and Anaphylaxis qualifications and the administration of emergency medications.
- With consideration for children's privacy and confidentiality, display the child's medical management plan and ensure that all Educators are informed of any children diagnosed with a medical condition or specific health care need and the risk minimisation procedures in place.
- Ensure that risk minimisation plans for children with diagnosed medical conditions are accessible to all staff.
- Ensure that, if a child is diagnosed with Anaphylaxis, a notice is displayed in a position visible from the main entrance to inform families and visitors to the service.
- Ensure communication is ongoing with families and there are regular updates as to the management of the child's medical condition or specific health need.
- Ensure that there are two people present at any time medication is administered to children.
- Ensure all children's health and medical needs are taken into consideration on excursions (first aid kits, personal medication, management plans, etc.)

- Take reasonable steps to ensure that Nominated Supervisors and Educators follow this Policy and its Procedures.
- Notify families at least 14 days before changing this Policy if the changes will:
  - Significantly impact the services' education and care of children, or
  - Significantly impact the family's ability to utilise the service.
- Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods) the child with a food allergy will be seated separately during meal times and all children will wash their hands before and after eating.
- Armidale Out of School Hours Care will notify the Regulatory Authority of any serious medical incident relating to a child in care within 24 hours of the incident or of becoming aware of the incident.

#### **Self-Administration of Medication**

- Armidale Out of School Hours Care permits school aged children to self-administer medication with the approval of the child's parent or guardian (*Regulation 96*).
- Children self-medicating must adhere to the guidelines of the specific Health Management Plan.
- Self-medication must be supervised by an Educator and documented in accordance with the service's Administration of Medication Procedure.

#### **Administration of Medication without Prior Authorisation**

- Medication may be administered to a child without prior authorisation in the case of an Asthma or Anaphylaxis emergency (*Regulation 94*).
- If medication is administered under this Regulation, the responsible person must ensure that the Nominated Supervisor, the parent or guardian of the child and/or emergency services are notified as soon as possible.