

**ARMIDALE & DISTRICT FAMILY DAY CARE**  
**DEALING WITH MEDICAL CONDITIONS POLICY**

<b>Related documentation Policies:</b>	Administration of First Aid, Dealing with Infectious Diseases, Incident, Injury, Trauma and Illness Nutrition, Food, Beverages and Dietary Requirements
<b>Procedures:</b>	Administering Medication, Covid-19, Infection control/Handwashing, Work Health & Safety (Educators).
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations (90-91, 92-96, 102,136, 137,143A, 175-176,178,181-184, QA 2 National Quality Standard
<b>References:</b>	The Asthma Foundation <a href="http://www.asthmafoundation.org.au">www.asthmafoundation.org.au</a> Anaphylaxis Australia <a href="http://www.allergyfacts.org.au">www.allergyfacts.org.au</a> Diabetes Council <a href="http://www.diabetesaustralia.com.au">www.diabetesaustralia.com.au</a> Epilepsy <a href="http://www.epilepsyaustralia.net">www.epilepsyaustralia.net</a>
<b>Date effective</b>	August 2022
<b>Date for review</b>	August 2024
<b>Purpose</b>	To ensure that AFDC manages children’s medical conditions appropriately and in accordance with the National Regulations and children’s health management plans.
<b>Responsibility</b>	Management, Coordinators, Educators and families

**Key information:**

AFDC must use its best endeavours to protect the health and well-being of children in care by managing children’s medical conditions, including the authorisation and administration of medication, obtaining health management plans from families as required and maintaining up to date and accurate records, where the child’s medical condition varies.

This policy refers to, but is not limited to, medical conditions such as asthma, anaphylaxis, diabetes and epilepsy.

## **Procedures:**

### **Families**

- When enrolling children in care, and when circumstances change, families must provide information about their child's medical conditions, severe allergies or risk of anaphylaxis;
- When a child has been diagnosed with a serious medical condition or allergy or where the risk of anaphylaxis has been identified, families must supply AFDC with a Health Management Plan, prepared by a medical practitioner. The Health Management Plan will identify allergy triggers and emergency treatments required;
- Where a child requires a Health Management Plan, the family should assist AFDC to develop a risk minimisation and communication plan for the child in care e.g. develop safe food handling, preparation and consumption procedures, assess potential allergens in the care environment;
- In the case of asthma or diabetes management, families must advise Educators of any extra medications or actions that need to be taken in the event of increased signs and symptoms, providing written authorisation for their administration;
- Families should demonstrate to their Educator the use of any equipment required for asthma treatment.

### **Coordination Unit:**

- Families will be provided with the Dealing with Medical Conditions Policy upon enrolment;
- AFDC will communicate a child's Health Management Plan and Risk Minimisation Plan to relevant Coordinators, Educators and Educator's assistants;
- AFDC will ensure that Educators caring for a child with diabetes receive training by a medical professional or diabetes educator in the administration of medication such as insulin;
- If a child with a specific health or medical condition is in care, the Coordination Unit will display notice of this when the Educator and child is attending Play Session;
- Communication - The Nominated Supervisor will request updated medical information related to the Health Management Plan from the family as changes to the Health Management Plan arise.
- The nominated supervisor 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.

### **Educators**

- Educators and Educator's Assistants must maintain up to date training in the management of health and medical conditions including anaphylaxis and asthma;
- If a child with a specific health or medical condition is in care, the Educator must display notice of this;

- Educators should communicate with the child's family to Implement a risk management approach to minimise specific or common triggers in the care environment;
- Educators must follow the child's Health Management Plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition and respond appropriately to symptoms, reactions or episodes by initiating the treatment recommended in the child's Medical Management Plan;
- In the case of first symptoms or a first reaction or episode, the Educator must administer appropriate First Aid;
- The Educator should advise the Nominated Supervisor as soon as practicable, and within 24 hours of their response to a serious medical incident suffered by a child;
- The educator must display notice stating that a child diagnosed as at risk of anaphylaxis is in their care, if this is the case;
- Educators should be aware of the foods and substances that can trigger a reaction in children in care 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;
- When a child in their care has been diagnosed with a serious allergy or is at risk of anaphylaxis, the Educator must maintain the care environment in a way that minimises the risk to the susceptible child e.g. the Educator may request that all families avoid providing certain foods.
- The Educator caring for a child with a Health Management Plan needs to indicate the location of the child's medication to any visiting Coordinator, Educator and the Educator's Assistant.
- The Educator must relay any updated information regarding the health management plan that they receive regarding the child to the Nominated Supervisor in a timely manner;
- Should a child's asthma or diabetes symptom become worse while the child is in care, the Educator will contact the parent or authorised emergency contact. In serious cases, the Educator will call an ambulance.

### **Self Administration**

- Armidale & District Family Day Care permits school aged children to self-administer medication with the approval of the child's parent or guardian (as per Regulation 96);
- Self-medication must adhere to the guidelines of the child's Health Management Plan;
- The Educator must supervise the child's self- medication and document it in accordance with AFDC's Administration of Medication Procedure.

**Administration of Medication without Prior Authorisation**

- Medication may be administered to a child without an authorisation in the case of an asthma or anaphylaxis emergency (Regulation 94);
- If medication is administered under this Regulation, the Educator must ensure that the Nominated Supervisor, the parent or guardian of the child and emergency services are notified as soon as possible.