

ARMIDALE & DISTRICT FAMILY DAY CARE
DEALING WITH MEDICAL CONDITIONS POLICY

<p>Related documentation</p> <p>Policies:</p> <p>Procedures:</p> <p>Regulation/s/ Standards:</p> <p>References:</p>	<p>Administration of First Aid, Dealing with Infectious Diseases, Incident, Injury, Trauma and Illness Nutrition, Food, Beverages and Dietary Requirements</p> <p>Administering Medication, Infection control/Handwashing, Work Health & Safety (Educators).</p> <p>Education and Care Services National Regulations (85-96, 136, 162, 168 -173. National Quality Standard Area 2</p> <p>The Asthma Foundation Anaphylaxis Australia Diabetes Council Epilepsy Australia Australasian Society of Clinical Immunity and Allergy</p>
Date effective	August 2024
Date for review	August 2027
Purpose	<p>To assist children in Armidale Family Day Care to stay safe and healthy, particularly those children who have a specific medical condition.</p> <p>To ensure that systems are in place to minimise risks to children and ensure that health and safety procedures are implemented by all relevant partners.</p> <p>To ensure that children in care are supported to feel physically and emotionally well.</p>
Responsibility	Approved Provider, Management, Nominated Supervisor, Coordinators, Educators and Families.

Key Information

Armidale Family Day Care (AFDC) will act at all times in the best interests of children. We will use our best endeavours to ensure the health, safety and well-being of all children being educated and cared for by managing children’s medical conditions and striving to maintain up to date and accurate records for all children.

Responsibilities:

Approved Provider:

- To ensure that all families enrolling in Armidale Family Day care are given a copy of the *Dealing With Medical Conditions Policy*.
- To ensure that families of children with specific medical conditions or health needs provide AFDC with appropriately completed medical management plans and risk assessments prior to commencement of care or as soon as possible after diagnosis.
- In consultation with families, to develop risk minimisation plans for children with specific medical conditions or specific health needs.
- To ensure a written plan for ongoing communication between families and Educators is developed as part of the risk minimisation plan, relating to the medical condition and any change or specific needs.
- To ensure that all relevant actions are managed to minimise risks to a child's health.
- To ensure that all Educators and relevant Coordination Unit staff have approved, current First Aid, Asthma, Anaphylaxis and CPR qualifications.
- If a child is diagnosed as being at risk of Anaphylaxis, to ensure that a notice is displayed in a position visible from the main entrance of the Educator's residence.
- To take reasonable steps to ensure that Nominated Supervisors, Coordinators and Educators adhere to this policy and its procedures.
- To ensure that copies of this policy and its procedures are readily available to Nominated Supervisors, Coordinators and Educators and for inspection by all partners.
- To notify families at least 14 days before changing this policy of the change will:
 - significantly impact AFDC's education and care of children, or
 - significantly impact a family's ability to use AFDC.
- The Approved Provider 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.

Nominated Supervisor:

- To implement the *Dealing With Medical Conditions Policy* and its procedures and ensure that all action plans that are in place are carried out in line with these.
- To ensure any changes to the policy and procedures or individual child's medical condition or specific health care need and medical management plan are updated in the risk minimisation plan and are communicated to Coordinators and Educators.
- To notify the Approved Provider if there are any issues with implementing the policy and its procedures.
- To ensure, with consideration to the child's privacy and confidentiality, that if a child with Asthma or Anaphylaxis is in care, the child's medical management plan is displayed in the Educator's residence and that the Educator is aware of and follows risk minimisation plans (developed by the service) for each child.
- To use their best endeavours to ensure communication with families is ongoing and that there are regular updates as to the management of the child's medical condition or specific health care need.
- To ensure that Coordinators and Educators have the appropriate training needed to deal with the medical conditions or specific health care needs of children enrolled in AFDC.

- To ensure that all Educators and Coordinators are aware of and follow risk minimisation procedures for children, including emergency procedures for using EpiPens.
- To use their best endeavours to ensure the inclusion of all children into AFDC.

Educators:

- To maintain current approved first aid, CPR, asthma and anaphylaxis training.
- To ensure that all action plans are carried out in line with the *Dealing With Medical Conditions Policy* and its procedures.
- To ensure they monitor the child's health closely and are aware of any symptoms and signs of ill health, with families contacted as changes occur.
- To ensure regular communication with families and that the nominated supervisor is made aware of any changes to a child's medical condition.
- To understand the individual needs of and action plans for the children in care with specific medical conditions.
- To ensure that a new risk assessment is completed and implemented when circumstances change for the child's specific medical condition.
- To ensure that all children's health and medical needs are taken into consideration on excursions (first aid kits, personal medication, management plans).
- If a child with anaphylaxis or asthma is in care, to display, with consideration to the child's privacy and confidentiality, the child's medical management plan in their service.
- To inform the Approved Provider as soon practicable, and within 24 hours, of their response to a serious medical incident suffered by a child.
- To be aware of the foods and/or other substances that may trigger a reaction in children in care. The Educator may request that all families avoid bringing certain foods into the care environment.
- To comply with the procedures and record keeping requirements of AFDC's *Administration of Medication Procedure*.
- When a child in care has been diagnosed with a serious allergy or is at risk of anaphylaxis, to maintain the care environment in a way that minimises the risk to the susceptible child.
- Where an Educator is caring for a child with a Medical Action Plan, to indicate the location of the child's medication to any visiting Coordinator or relevant persons.
- In an instance where a school aged child is authorised to self-administer medication, the Educator must supervise the self-medication and document it in accordance with AFDC's *Administration of Medication Procedure*.
- Should a child's medical symptoms become worse while the child is in care, the Educator must contact the parent or authorised emergency contact.
- In the event of a serious medical episode, Educators must call an ambulance (000).

Families:

- When enrolling children in care, and when circumstances change, to advise of their child's medical condition and their specific needs as part of this condition.
- When a child has been diagnosed with a serious medical condition, allergy or where the risk of anaphylaxis has been identified, to provide AFDC with a Medical Management Plan, prepared by a medical practitioner. The medical management plan must identify potential triggers and emergency procedures required.
- To assist AFDC to develop a risk minimisation plan and communication plan in relation to the child. The plans may include issues regarding food preparation and potential allergens.

- To comply with the procedures and record keeping requirements of AFDC's *Administration of Medication Procedure*.
- In the case of asthma and diabetes, to keep the Educator informed of any additional medications required in the management of the child's condition in the event of increased symptoms, providing written authorisation for their administration.
- To demonstrate to the Educator the use of any equipment required for the treatment of a child's asthma.

Children:

- School aged children may self-administer medication with the written permission of their parent or guardian.
- School aged children must self-administer medication in accordance with the guidelines of the child's Medical Management Plan.

Administration of Medication by Educators 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 Regulation 94, the Educator must ensure that the Approved Provider, the parent or guardian of the child and emergency services are notified as soon as possible.