

ARMIDALE OUT OF SCHOOL HOURS CARE DEALING WITH MEDICAL CONDITIONS POLICY

Related documentation Policies: Procedures: Regulation/s/ Standards: References:	Administration of First Aid, Dealing with Infectious Diseases, Incident, Injury, Trauma and Illness Nutrition, Food, Beverages and Dietary Requirements Administration of Medication, Infection control/Handwashing, Work Health & Safety Education and Care Services National Regulations (85-96, 136, 162, 168-173. National Quality Standard Area 2 The Asthma Foundation Anaphylaxis Australia Diabetes Council Epilepsy Australia Australasian Society of Clinical Immunity and Allergy
Date effective	August 2024
Date for review	August 2026
Purpose	To assist children in Armidale Out of School Care to stay safe and healthy, particularly those children who have a specific medical condition. To ensure that systems are in place to minimise risks to children and to ensure that health and safety procedures are implemented by all relevant partners. To ensure that children in care are supported to feel physically and emotionally well.
Responsibility	Approved Provider, Management, Responsible Persons, Educators and families

Key information:

Armidale Out of School Hours Care 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 Out of School Hours 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 Armidale OSHC 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 with families 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 an Educator with an approved, current First Aid, Asthma, Anaphylaxis and CPR qualification is present in the service, on excursions and when children are being transported at all times when education and care is being offered to children.
- If a child is diagnosed as being at risk of Anaphylaxis, to ensure that a notice is displayed in the Out of School Care service.
- To take reasonable steps to ensure that Nominated Supervisors 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 and Educators, and for inspection by families.
- To notify families at least 14 days before changing this policy if the change will:
 - significantly impact Armidale Out of School Care's education and care of children, or
 - significantly impact a family's ability to use Armidale Out of School Hours Care.
- 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 service and that Responsible Persons and Educators are aware of and follow risk minimisation plans 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 Responsible Persons and Educators have the appropriate training needed to deal with the medical conditions or specific health care needs of children enrolled in Armidale Out of School Hours Care.
- To ensure that Responsible Persons and Educators 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 Armidale Out of School Hours Care.
- To maintain current approved first aid, CPR, asthma and anaphylaxis training.
- 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 that all children's health and medical needs are taken into consideration on excursions (first aid kits, personal medication, management plans).
- 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 Nominated Supervisor may request that all families avoid bringing certain foods into the care environment.
- To comply with the procedures and record keeping requirements of Armidale Out of School Hours Care'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.
- In an instance where a school aged child is authorised to self-administer medication, to supervise the self-medication and document it in accordance with Armidale Out of School's *Administration of Medication Procedure*.
- Should a child's medical symptoms become worse while the child is in care, to contact the parent or authorised emergency contact.
- In the event of a serious medical episode, to call an ambulance (000).

Self-Administration

- Armidale Out of School Hours Care permits school aged children to self-administer medication with the written permission of the child's parent or guardian.
- School-aged children must self-administer medication in accordance with the guidelines of the child's Health Management Plan;
- The Nominated Supervisor or Responsible Person must supervise the child's self-medication and document it in accordance with Armidale Out of School Hours Care'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.
- If medication is administered under this Regulation, the Nominated Supervisor or Responsible person must ensure that the parent or guardian of the child and emergency services are notified as soon as possible.