

## ARMIDALE OUT OF SCHOOL HOURS 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, 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>	ACECQA, The Asthma Foundation Anaphylaxis Australia, Diabetes Council, Epilepsy Australia.
<b>Date effective</b>	November 2025
<b>Date for review</b>	November 2028
<b>Purpose</b>	To ensure that Armidale Out of School Hours Care manages children's medical conditions appropriately and in accordance with the National Regulations and other pre-existing legislation.
<b>Responsibility</b>	Board of Directors, Management, Nominated Supervisors, Responsible Persons, Educators and families

#### **Key information:**

Armidale Out of School Hours Care will use its best endeavours to protect the health and well-being of children in care. We will communicate with families about their children's health requirements in a culturally sensitive way and manage children's medical conditions by:

- obtaining health management plans from families as required, and
- maintaining up to date and accurate records, including for the authorisation and administration of medication.

#### **Scope:**

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

## Procedures:

### Responsibilities of 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 Management or the Responsible Person with a Medical Management Plan, prepared by a medical practitioner. The Medical Management Plan will identify allergy triggers and emergency treatments required;
- Where a child requires a Medical Management Plan, the family should assist in the development of Risk Minimisation & Communication Plans for the child in care.
- In the case of asthma or diabetes management, families must advise Management and the Nominated Supervisor 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.

### Responsibilities of Management, the Nominated Supervisor and Educators:

- Families will be provided with a copy of the Dealing with Medical Conditions Policy upon enrolment.
- Armidale OSHC will ensure that our service policy for dealing with medical conditions in children is current, even if they have no children with a medical condition at the service. This is because circumstances could change or new medical conditions can emerge and new children enrol.
- Management will communicate a child's Medical Management Plan, Risk Minimisation Plan and Communication Plan to the Nominated Supervisor and OSHC Educators;
- If a child with a specific health or medical condition is in care, Armidale OSHC will display notice of this within the care environment when the child is attending care;
- Communication - The Nominated Supervisor will request updated medical information related to the Health Management Plan from the family at least annually or a change 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 must maintain up to date training in the management of health and medical conditions including anaphylaxis and asthma;
- The Nominated Supervisor and 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 Nominated Supervisor or Responsible Person must administer appropriate First Aid;
- The Nominated Supervisor must, as soon as practicable, and within 24 hours of their response to a serious medical incident suffered by a child notify the Regulatory body of its occurrence;
- The Nominated Supervisor and 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 Nominated Supervisor must ensure that the care environment is maintained in a way that minimises the risk to the susceptible child;
- All responsible Educators caring for a child with a Health Management Plan need should be aware of the location of the child's medication;
- Should a child's asthma or diabetes symptom become worse while the child is in care, the Nominated Supervisor or Responsible Person will contact the parent or authorised emergency contact. In serious cases, an ambulance will be called.

### **Self Administration**

- Armidale Out of School Hours 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 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 (Regulation 94);
- 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.