

	<h2 style="text-align: center;">Dealing with Medical Conditions Procedure</h2>
Linked Policy Document	This procedure details actions and processes pursuant to the <i>Dealing with Medical Conditions Policy</i> .
Version No.	Version 3.0 November 2021 (approved)
Authorisation	General Manager Community Services
Expiry Date	Policy to be reviewed by 1 December 2024
Responsible Officer	Manager Families and Children
Policy Owner	Early Childhood Coordinator

1. Purpose

This procedure provides a process to:

- support the health, wellbeing and inclusion of all children enrolled at the service
- ensure service practices support the enrolment of children and families with specific health care requirements.

2. Scope

This procedure applies to services responsible for the direct education and care of children and applies to the Approved Provider, Nominated Supervisor, Primary Nominee, Nominee, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Melton City Council including during offsite excursions and activities.

This procedure should be read in conjunction with:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*
- *Epilepsy Policy*
- *Administration of Medication Policy*.

3. Definitions

For terms that relate specifically to this procedure refer to the *Dealing with Medical Conditions Policy*. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

4. Procedure

- Educators are required to hold a current approved First Aid certificate, Anaphylaxis management certificate and Asthma management certificate (where required by National Law and Regulations).
- Once a child has been diagnosed with a Medical Condition, the parent/guardian is required to provide a current Medical Management Plan, including a current photograph of the child, prior to the child accessing care.
- All staff, educators and volunteers are to follow the processes outlined in the Medical Management Plan.

- The Medical Management Plan, or a description of its location, is required to be displayed at the service.
- Prior to accessing the service, the staff/educators are to develop a Risk Minimisation Plan in consultation with the parent/guardian, which includes the identified risk, identifies the child, their Medical Management Plan and the location of their medication.
- Educators are to ensure that the child does not attend the service without the medication prescribed by the child's medical practitioner.
- A Communication Plan in place that ensures all relevant staff, educators and volunteers are informed about the Medical Conditions policy, Medical Management Plan, Risk Minimisation Plan, and how the parent can communicate any changes to the Medical Management Plan and Risk Minimisation Plan for their child.
- All medication administered needs to be documented as per the *Administering Medication Policy*.

1.1. In terms of Risk Minimisation Plans:

- the parent/guardian will be required to complete the Melton City Council Risk Minimisation Plan for each child in the service who has been diagnosed with a specific medical condition. This plan is to be used in conjunction with the Medical Management Plan or Action Plan.
 - Prior to accessing the service, educators are to develop a Risk Minimisation Plan in consultation with the parent/guardian, which includes the identified risks, identifies the child, their diagnosed medical condition Action Plan and the location of their medication.
 - Educators are to ensure that the child does not attend the service without the medication prescribed by the child's medical practitioner. In the event that the service is required to administer prescribed medication, the parent/guardian will be responsible for a new replacement.

1.2. In terms of Communication Plan:

- provide access to the *Dealing with Medical Conditions Policy* to all parents/guardians
- at enrolment identify whether or not the child has been diagnosed with a specific medical condition
- in consultation with the parent/guardian develop a Risk Minimisation Plan
- obtain a Medical Management Action Plan from the parent/guardian that has been prepared and signed by the child's medical practitioner
- attach a current photograph of the child provided by the parent to the Medical Management Action Plan
- the staff member enrolling the child will identify the child's specific medical condition to the appropriate educators or in the case of Occasional Care, the Program Leader
- provide a copy of the Risk Minimisation Plan and Medical Management Action Plan to the educators
- educators will display the Medical Management Action Plans
- educators will communicate to all other families in care the Allergen triggers
- educators will identify any child's specific medical condition to any staff, students, volunteers or visiting early childhood professionals and communicate the child's Medical Management Action Plan and identify where the medication, if required, is located
- the parents/guardian and educators are required to communicate any changes with each other. The Medical Management Action Plan and Risk Minimisation Plan need to be updated each time a change occurs, and a copy is to be provided to the person in charge at the service.

- The coordinator or team leader must notify Department of Education & Training (DET) as soon as practicable and no later than 24 hours if emergency services have been called after the serious incident, injury, trauma or onset of illness takes place.

5. Responsibility/Accountability

- 5.1. The Approved Provider, according to Regulations is responsible for the implementation of the *Dealing with Medical Conditions Policy*. This will be achieved through the Leadership Group and their service staff:
- All staff/educators and volunteers are provided with access to the *Dealing with Medical Conditions Policy* and have a clear understanding of the procedures and practices outlined within
 - developing and implementing a Communication Plan and encouraging ongoing communication between parents/guardians and staff/educators regarding the current status of the child's specific health care need, allergy or other relevant Medical Condition, the *Dealing with Medical Conditions Policy* and its implementation
 - Staff/educators receive training in managing specific health care needs such as Asthma management, Anaphylaxis management and any other specific procedures that are required to be carried out as part of the education and care of a child with specific health needs
 - establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in the *Dealing with Medical Conditions Policy*
 - Families and staff/educators understand and acknowledge each other's responsibilities under these guidelines
 - Families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and if required a Medical Management Plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service
 - A Risk Minimisation Plan is developed for each child with specific Medical Conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
 - Parents/guardians who are enrolling a child with specific health care needs are provided with access to the *Dealing with Medical Conditions Policy*, and other relevant service policies.
- 5.2. The Nominated Supervisor/ Person in day to day charge / Responsible Persons is responsible for:
- implementing the *Dealing with Medical Conditions Policy* at the service and ensuring that all staff/educators follow the policy and procedures set out within
 - informing the Approved Provider of any issues that impact on the implementation of the *Dealing with Medical Conditions Policy*
 - ensuring that the AV How to Call Card is displayed near all telephones (see *Definitions*)
 - identifying specific skills of staff/educators who work with children diagnosed with a Medical Condition, and ensuring, in consultation with the Approved Provider, that staff/educators are trained in this area
 - ensuring children do not swap or share food, food utensils or food containers
 - ensuring staff involved in food preparation, food service and casual and relief staff are fully informed, upon induction and then ongoing, of children and staff/educators who have specific Medical Conditions or food allergies, the type of

condition or allergies they have, and the service's procedures for dealing with emergencies involving allergies and Anaphylaxis

- ensuring the software systems are up to date with details to enable the efficient and effective management for dealing with medical conditions, including copies of plans and other documentation to support this
- Prior to displaying the Medical Management Plan, ensure staff/educators explain to parents/guardians the need to display the plan for the purpose of the child's safety ensuring a copy of the child's Medical Management Plan is easily accessible, ensuring privacy is visible and the location is visible and known to staff/educators in the service.
- ensuring staff/educators follow each child's Risk Minimisation, Communication and Medical Management Plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan
- providing information to the community about resources and support for managing specific Medical Conditions while respecting the rights and privacy of children and families enrolled at the service
- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between staff/educators and parents/guardians in accordance with the strategies identified in the Communication Plan, to ensure current information is shared about specific Medical Conditions within the service.

5.3. Educators and staff are responsible for:

- ensuring that children do not swap or share food, food utensils or food containers
- communicating any relevant information provided by parents/guardians regarding their child's Medical Condition to the Nominated Supervisor/ Person in day to day charge / Responsible Persons to ensure all information held by the service is current
- being aware of individual requirements of children with specific Medical Conditions and following their plans such as Risk Minimisation, Communication, Action Plans and Medical Management Plans
- monitoring signs and symptoms of specific Medical Conditions and communicating any concerns to the other Educator/Nominated Supervisors/ Person in day to day charge / Responsible Person's
- adequately supervising all children, including those with specific Medical Conditions
- informing the Nominated Supervisor/Person in day to day charge / Responsible Persons of any issues that impact on the implementation of the *Dealing with Medical Conditions Policy*.
- ensuring that the AV How to Call Card is displayed near all telephones (see *Definitions*)
- ensuring children do not swap or share food, food utensils or food containers
- ensuring a copy of the child's Medical Management Plan is visible ensuring privacy and known to staff/educators in the service. Prior to displaying the Medical Management Plan, ensure staff/educators explain to parents/guardians the need to display the plan for the purpose of the child's safety
- ensuring staff/educators follow each child's Risk Minimisation Plan and Medical Management Plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan

- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between staff/educators and parents/guardians in accordance with the strategies identified in the Communication Plan, to ensure current information is shared about specific Medical Conditions within the service.

5.4. Parents/guardians are responsible for:

- Informing in writing to the service of their child's Medical Conditions, if any, and informing the service of any specific requirements and documentation that their child may have in relation to their Medical Condition during the enrolment process and before the commencement of care
- developing a Communication and Risk Minimisation Plan with the Nominated Supervisor/ Person in day to day charge / Responsible Persons and/or other relevant staff/educators at the service
- providing a Medical Management Plan signed by a medical practitioner, either on enrolment and before the commencement of care or immediately upon diagnosis of an ongoing Medical Condition. This Medical Management Plan must include a current photo of the child and must clearly outline procedures to be followed by staff/educators in the event of an incident relating to the child's specific health care needs
- prior to the child commencing care, providing training and guidance to staff, if identified in the Risk Minimisation Plan, to ensure the safety and well-being of all attending the program
- notifying the Nominated Supervisor/ Person in day to day charge / Responsible Person's and/or other relevant staff/educators of any changes to the status of their child's Medical Condition and providing a new Medical Management Plan and other documentation as required in accordance with these changes
- informing in writing to the Nominated Supervisor/ Person in day to day charge / Responsible Person's and/or other relevant staff/educators of any issues and communicating any concerns that impact on the implementation of the *Dealing with Medical Conditions Policy* by the service.

5.5. Volunteers and students, while at the service, are responsible for following the *Dealing with Medical Conditions Policy* and its procedures.

6. References, Sources, Links to Legislation and Other Documents

6.1. Please refer to Reference and Sources located on the Melton City Council Website.

6.2. Related service policies:

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *MCC Child Safe Policy, Procedure and Code of Conduct*
- *Dealing with Infectious Diseases Policy*
- *Diabetes Policy*
- *Epilepsy Policy*
- *Incident, Injury, Trauma and Illness Policy*
- Inclusion and equity policy
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy.*