

6.6.13 Medical Conditions Policy

The service and all educators need to effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

Joondalup Family Centre will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum.

A copy of the **Medical Conditions Policy** must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service including those whose child has been identified as having a specific health care need or allergy. Educators are also responsible for raising any concerns with a child's parents about any medical condition/suspected medical condition, or known allergens that pose a risk to the child.

No child enrolled at the service will be able to attend the service without required medication prescribed by their medical practitioner. In particular, no child who has been prescribed an adrenaline auto-injection device, insulin injection device or asthma inhaler is permitted to attend the service or its programs without the device.

Families are required to provide information about their child's health care needs, allergies, medical conditions and medication on the **Enrolment Form** and are responsible for updating the service about of these things, including any new medication, ceasing of medication, or changes to their child's prescription. Additionally, parents of children with Asthma and Anaphylaxis are required to provide a **Medical Management Plan** signed by their General Practitioner. All educators and volunteers at the service must follow a child's **Medical Management Plan** in the event of an incident related to a child's specific health care need, allergy or medical condition.

Procedures:

- Parents of children being enrolled are required to provide Educators/staff service with a medical management plan if their child has a known medical condition, allergy or other health care need. This is particularly important for Asthma and Anaphylaxis.
- Educators/staff must follow the **Medical Management Plan** which includes plans for *asthma, anaphylaxis and diabetes*.
- Educators/staff will inform relief staff, students and volunteers of the requirements within the **Medical Management Plan**.
- If applicable; a notice should be displayed advising that an enrolled child has been diagnosed as at risk of Anaphylaxis.
- Educators/staff will complete the **Incident, Injury, Trauma and Illness form** in consultation with the parent to cover any of the presenting signs identified in the **Medical Management Plan**.
- An **Authorisation of Medication Form** must be completed by the parent prior to any medication being administered. Due to the possibility of side affects, the first dose of any

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medication should be administered by the parent at least 2 hours before the child attends care.

- Prescribed medication can only be given if it's in its original container, bearing the original label with the name of the child, the dosage to be given and is within the expiry and use by date.
- All non-prescribed medication (as an example: Paracetamol) must be in the original container with the original label, have clear dosage instructions and a used date not past.
- In an emergency situation, verbal authorisation can be given by a parent or person listed on the enrolment form.
- Medication can be administered to a child without authorisation in the case of an anaphylaxis or asthma emergency. Emergency services will be contacted immediately. The parent of the child and emergency services must be notified as soon as practicable.
- Any medication administered must be recorded by Educators/staff Kindy staff on the **Authorisation of Medication Form** and signed by the parent.
- Educators/staff must provide a copy of the Educators/staff's **Medical Conditions Policy** to the parent at time of enrolment. This is also accessible on the website.
- The **Incident, Injury, Trauma and Illness form** must be kept by Educators/staff until the child is 25 years of age.

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6.3	30/06/2020	30/06/2021