



MEDICAL – MANAGING MEDICAL CONDITIONS

Policy Statement

Little Buckets OSHC endeavours to provide a safe environment for all children. Staff will cater for children with medical conditions, such as Asthma, Diabetes and Allergies, including Anaphylaxis where possible.

Policy Implementation

- Parents/Guardians are required to notify the centre of their child's medical conditions on the Enrolment Form and update any information as it occurs.
- Parents are required to provide a Medical Conditions Action Plan should a child have any confirmed medical condition. The plan must identify the condition, signs and symptoms that could occur and list steps to minimise and deal with the condition. A current photo of the child is required on the plan. Authorisation of the administration of regular medical treatment.
- A Medical Action Plan from a medical practitioner is suffice or the service can provide a Medical Management Plan to be completed. A medical practitioner or specialist is required to fill in or sign off the plan **before care will be offered**. A current photo of the child is still required on the Medical Action Plan.
- A Risk Minimisation Plan is also required for any child with a medical condition **before care can commence**. The plan will be completed by the service in consultation with the family to highlight ways to reduce any risks for the child while in the service environment. A current photo of the child is also required for this plan.
- A Communications Plan will be signed by the parent/guardian, Service Director and any relevant staff to acknowledge the Managing Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan have been read and understood. Any changers to medications must be completed on this plan.
- The plans will be displayed at the service and in the **Child Important Information File** located at the service accessible for all staff.
- All staff within the service are required to sign the log at the front of the **Child Important Information File** to acknowledge any new plans or information added to the file
- An ongoing medication record must be completed by the Parent/Guardian
- Medication must be handed over to staff, NOT LEFT IN A CHILDS BAG.
- Medication will not be administered unless the required labels are attached with the child's name, date and quantity. Labels must be clearly stated from a medical practitioner or pharmacist.
- The service does not keep or store any form of paracetamol and medication brought in by parents/guardians must be taken home at the end of the care session. This is the responsibility of the Parent/Guardian to ensure this is done.
- Medications will be kept out of reach of children, however easily accessible in the case of an emergency.
- Alternative care may be required if the staff do not feel comfortable or the service is inadequately equipped with the appropriate medical equipment and training.
- A qualified staff member with First Aid Training will be responsible for administering medication where required. Another staff member will always countersign and witness any medication administered. A staff member will be available at the service with relevant first aid, anaphylaxis and emergency asthma management qualifications at all times.
- Families will not be permitted to bring any outside foods into the service, unless authorised by the service Director, or during vacation care, for the child's personal consumption.
- An EpiPen and Asthma Inhaler is present at the service for emergency cases. An EpiPen or Asthma Inhaler may be administered without authorisation in emergency circumstances.

Policy Sources

Legislation

Education and Care Services National Regulations 2012 – Regulation 87, 90, 91, 92, 93, 94, 136(1), 168(2)(d), 173(2)(f), 177(b)(c), 181(a)

Education and Care Services National Law (WA) Act 2012– Section 167

National Quality Framework – QA 2, QA 4 and QA7

Centre Documents

Enrolment Form, Medical Management Plan, Risk Minimisation Plan, Allergy Aware Policy

Revised Date

MAY 2023

Next Review Date

MAY 2024