



Medical Conditions

Policy Statement

Castle Hill Pre-School Kindergarten Inc. is committed to a planned approach to the management of medical conditions to ensure the safety and well being of all children.

Goals

Castle Hill Pre-School Kindergarten Inc. will minimise the risks around medical conditions of children by:

1. Collaborating with families of children with diagnosed medical conditions to develop a risk minimisation plan for their child.
2. Informing all staff, including casual staff, educators and volunteers, of all children diagnosed with a medical condition and the risk minimisation procedures for these.
3. Ensuring all children with diagnosed medical conditions have a current risk minimisation plan that is accessible to all staff; and
4. Ensuring all staff is adequately trained in the administration of emergency medication.

Strategies - How will it be done?

Enrolment of children into the centre

The Nominated Supervisor will:

1. Ensure that any parent with a child enrolled at the service that has a specific health care need, allergy or other relevant medical condition has access to the *Medical Conditions Policy*.
2. Inform parents of the requirement to provide the service with a medical management plan of their child's condition.
3. Collaborate with families of children with medical conditions to develop a risk minimisation plan to ensure the child's safety and wellbeing:
 - If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
 - If relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
 - To ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and



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4. To ensure that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented.
5. Ensure that all staff and educators/volunteers are aware of and trained in procedures of the medical management plan and risk minimisation plan.
6. Inform other families enrolled at the centre of the need to prohibit any items which may present a hazard to children with diagnosed medical conditions.

Communication and display of medical information

The Nominated Supervisor will:

1. Ensure all medical management and risk minimisation plans are accessible to all staff; - state where they will be ie. Staff room and wet area.
2. Ensure that all plans are current and kept up to date.

Educators and staff will:

1. Ensure they are aware of enrolled children with medical conditions and be familiar with the medical management and risk minimisation plans of each child diagnosed with a medical condition.

Management of asthma and anaphylaxis

The Nominated Supervisor will:

1. Ensure that all staff are adequately trained in the management of asthma and anaphylaxis, and that training includes identifying medical emergencies, and
2. Ensure that all staff is adequately trained in the administration of emergency medication such as the Epi-Pen or asthma medication.

Educators and staff will:

1. Be alert to the immediate needs of children who present with symptoms of anaphylaxis and asthma, and
2. Administer emergency medication in accordance with their training, as required.



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Documentation and record keeping

The Approved Provider will:

Ensure records are confidentially stored for the specified period of time as required by the Regulation.

The Nominated Supervisor will:

Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Educators and staff will:

- Complete a Medication Record when a child receives emergency medication; and
- Will provide parents with a copy of the Medication Record.

Policy Availability

The medical conditions policy will be readily accessible to all educators, staff, families and visitors, and ongoing feedback on this policy will be invited.

Evaluation

- Educators respond in an effective manner to any medical conditions incident, and documentation is completed, shared, and stored as appropriate;
- Plans to effectively manage medical conditions are developed in consultation with families, and implemented; and
- Regular reviews of procedures and policy are implemented.



Medical Conditions - Asthma Management

Statement

Castle Hill Pre-School Kindergarten Inc. recognises the need to educate its staff and families about asthma and to promote responsible asthma management strategies.

Goals - What are we going to do

This Asthma Policy aims to:

- Raise awareness of asthma amongst those involved with the service;
- Implement strategies to support the health and safety of children with asthma enrolled at the service;
- Provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities; and
- Provide a clear set of guidelines and expectations to be followed with regard to the management of asthma.

Strategies - How will this be done?

The Approved Provider will:

- Provide *Emergency Asthma Management Training* to all staff

The Nominated Supervisor will:

- Provide staff with a copy of this policy and brief them on asthma procedures upon their appointment;
- Ensure at least one staff member who has completed accredited asthma training is on duty whenever children are present at the service;
- Ensure all staff have *Emergency Asthma Management Training*;
- Identify children with asthma during the enrolment process and inform staff;
- Provide families thus identified with a copy of this policy and Asthma Action Plan upon enrolment or diagnosis;
- Store *Asthma Action Plans* in the child's enrolment record, and with medication;
- Formalise and document the internal procedures for emergency *Asthma First Aid*;
- Ensure that an emergency *Asthma First Aid* poster is displayed in key locations;
- Ensure that the (x2) two *Asthma First Aid Kits* contains a blue reliever medication (eg. Airomir, Asmol, or Ventolin), a spacer device, face mask, concise written instructions on *Asthma First Aid* procedures and 70% alcohol swabs;
- Ensure that an accredited staff member correctly maintains the asthma component of the *First Aid Kit* (eg. Regular checks of expiry dates on medication);

Staff will:

- Ensure that they maintain current accreditation in *Emergency Asthma Management* (valid for three years);
- Ensure that they are aware of the children in their care with asthma;



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- Ensure, in consultation with the family, the health and safety of each child through supervised management of the child's asthma;
- Identify and, where practical, minimise asthma triggers;
- Where necessary, modify activities in accordance with a child's needs and abilities;
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the child's written *Asthma Action Plan*;
- Administer emergency asthma medication if required according to the child's written *Asthma Action Plan*. If no written *Asthma Action Plan* is available the *Asthma First Aid Plan* outlined in this document should be followed immediately;
- Promptly communicate, to management or parents/guardians, any concerns should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities; and
- Ensure that children with asthma are treated the same as all other children.

Families will:

- Inform staff, either upon enrolment or on initial diagnosis, that their child has a history of asthma;
- Provide all relevant information regarding their child's asthma via the written *Asthma Action Plan*;
- Notify in writing on a new form, of any changes to the *Asthma Action Plan* during the year;
- Ensure that their child has an adequate supply of appropriate asthma medication (including reliever) at all times, along with a spacer and face mask;
- Ensure that they comply with all requirements and procedures in relation to the Medications Record;
- Communicate all relevant information and concerns to educators as the need arises (eg. If asthma symptoms were present the previous evening); and
- Ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's asthma.



Medical Condition - Anaphylaxis Management

Goals - What are we going to do

- Minimise the risk of an anaphylactic reaction occurring while the child is at Castle Hill Pre-school Kindergarten Inc;
- Ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto-injection device;
- Castle Hill Pre-School Kindergarten Inc. recognises the importance of all staff/carers responsible for the child/ren at risk of anaphylaxis undertaking training that includes preventative measures to minimise the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an adrenaline auto-injection device; and
- Staff/carers and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. Castle Hill Pre-School Kindergarten Inc. recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the service.

Strategies - How will this be done?

The Approved Provider will:

- Ensure that all staff members have completed first aid and anaphylaxis management training that has been approved by ACECQA and then at least every 3 years; and
- Ensure that this policy is provided to a parent or guardian of each child diagnosed at risk of anaphylaxis at the service.

At Castle Hill Pre-School Kindergarten Inc. when a child is diagnosed with a risk of anaphylaxis:

- Conduct an assessment of the potential for accidental exposure to allergens while child/ren at risk of anaphylaxis are in the care of the service and develop a risk minimisation plan for the service in consultation with staff and the families of the child/ren; and
- Ensure that a notice is displayed prominently in the main entrance of the service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the service.

The Nominated Supervisor will:

- Ask all parents/guardians as part of the enrolment procedure, prior to their child's attendance at the service, whether the child has allergies and document this information on the child's enrolment record. If the child has severe allergies, ask the parents/guardians to provide a *Medical Management Action Plan* signed by a Registered Medical Practitioner;



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- Ensure that an *Anaphylaxis Medical Management Action Plan* signed by the child's Registered Medical Practitioner and a complete auto-injection device kit (which must contain a copy of the child's *Anaphylaxis Medical Management Action Plan*) is provided by the parent/guardian for the child for the duration of the child's enrolment at Castle Hill Pre-School Kindergarten Inc.
- Ensure that practice of the adrenaline auto-injection device is undertaken at staff meeting bi-annually.
- Ensure that all staff members in a service have completed current approved anaphylaxis management training including the administration of an adrenaline auto-injection device and awareness of the symptoms of an anaphylactic reaction;
- Ensure all staff know the child/ren at risk of anaphylaxis, their allergies, the individual *Anaphylaxis Medical Management Plan* and the location of the auto-injection device kit;
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service without the device;
- Implement the communication strategy and encourage ongoing communication between parents/guardians and staff regarding the correct status of the child's allergies, this policy and its implementation;
- Display an Australasian Society of Clinical Immunology and Allergy Inc. (ASCI) Generic poster called *Action Plan for Anaphylaxis* is displayed in key locations;
- Ensure that a child's individual *Anaphylaxis Medical Management Action Plan* is signed by a Registered Medical Practitioner and inserted into the enrolment record for each child. This will outline the allergies and describe the prescribed medication for that child and the circumstances in which the medication should be used;
- Ensure that all staff in a service know the location of the *Anaphylaxis Medical Management Plan* and that a copy is kept with the auto-injection device kit.

Staff responsible for the child at risk of anaphylaxis shall:

- Ensure a copy of the child's *Anaphylaxis Medical Management Action Plan* is available and known to staff in the service;
- Follow the child's *Anaphylaxis Medical Management Action Plan* in the event of an allergic reaction, which may progress to anaphylaxis;
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:
 - Call an ambulance immediately by **dialling 000**
 - Commence **first aid** measures
 - Contact the parent/guardian
 - Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
- Ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff, easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat;
- Regularly check the adrenaline auto-injection device expiry date.



Policy – Medical Conditions/Anaphylaxis Management...continued...

Parents/guardians of children shall:

- Inform staff at the children’s service, either on enrolment or on diagnosis, of their child’s allergies;
- Develop an anaphylaxis risk minimisation plan with service staff;
- Provide staff with an *Anaphylaxis Medical Management Action Plan* signed by the Registered Medical Practitioner giving written consent to use the auto-injection device in line with this action plan;
- Provide staff with a complete auto-injection device kit;
- Regularly check the adrenaline auto-injection device expiry date;
- Assist staff by offering information and answering any questions regarding their child’s allergies;
- Comply with the service’s policy that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without that device.



Medical Conditions – Diabetes Management

Statement

Castle Hill Pre-School Kindergarten Inc. recognises the need to facilitate effective care and health management of children who have diabetes and the prevention and management of acute episodes of illness and medical emergencies.

Goals – What are we going to do

This Diabetes Management Policy aims to:

- Raise awareness of diabetes management amongst those involved with the service;
- Provide the necessary strategies to ensure the health and safety of all children with diabetes enrolled at the service;
- Provide an environment in which children with diabetes can participate in all activities to the full extent of their capabilities; and
- Provide a clear set of guidelines and expectations to be followed with regard to the management of diabetes.

Strategies – How will this be done?

The Approved Provider will:

- Ensure all permanent staff will complete a St Johns Apply First Aid Training.

The Nominated Supervisor will:

- Provide staff with a copy of this policy;
- Identify children with diabetes during the enrolment process and inform staff;
- Provide families thus identified with a copy of this policy and *Diabetes Action Plan* upon enrolment or diagnosis;
- Ensure that each *Diabetes Action Plans* are received for each child with a diagnosis of diabetes that contain information for the child's *Diabetic Management* and outline what to do in relation to any *Diabetic Emergency* the child might face;
- Ensure families provide the service with the child's testing kit and hypo pack if required;
- Store *Diabetes Action Plans* in the child's enrolment record;
- Formalise and document the internal procedures for emergency Diabetes treatment;
- Encourage open communication between families and staff regarding the status and impact of a child's diabetes; and
- Promptly communicate any concerns to families should it be considered that a child's diabetes is limiting his/her ability to participate fully in all activities.

Staff will:

- Ensure that they maintain current accreditation in first aid;
- Ensure that they are aware of the children in their care with diabetes;
- Ensure that they are familiar with the symptoms of signs and symptoms and the emergency treatment of a low blood glucose level;



Policy – Medical Conditions/Diabetes Management...continued...

- Call an ambulance if they feel emergency treatment is required;
- Ensure, in consultation with the family, the health and safety of each child through supervised management of the child's diabetes;
- Where necessary, modify activities in accordance with a child's needs and abilities;
- Ensure that a child's *Diabetes Action Plan* is followed at all times.

Families will:

- Inform staff, either upon enrolment or on initial diagnosis, that their child has diabetes;
- Provide all relevant information regarding their child's diabetes via a written *Diabetes Action Plan*;
- Keep the child's testing kit and hypo pack updated as required;
- Notify the Nominated Supervisor, in writing, of any changes to the *Diabetes Action Plan* during the year;
- Ensure that they comply with all requirements and procedures in relation to the Medications Record;
- Communicate all relevant information and concerns to educators as the need arises; and
- Ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's diabetes.

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011: 90, 91, 94

Link to National Quality Standard: 2.1.1

Asthma Foundation of Victoria, Asthma and the Child in Care Model Policy, Version 6.2, January 2011.

Asthma Foundation – www.asthma.org.au

Australian Children's Education & Care Quality Authority – www.acecqa.gov.au

Australasian Society of Clinical Immunology and Allergy Inc. – www.allergy.org.au

Chess Training – www.chess.sa.edu.au

St John Ambulance Australia – www.stjohnnsw.com.au