



## **MEDICAL CONDITIONS POLICY**

*(This policy forms part of our Child Safe Environment Policies)*

### **POLICY STATEMENT**

Lennox Head Community Preschool is committed to supporting the health, safety, wellbeing and inclusion of all children with diagnosed or undiagnosed medical conditions.

The safety, rights and best interests of children are the paramount consideration in all decisions and practices relating to medical conditions, medication management, risk minimisation and emergency responses.

The Preschool recognises the importance of collaborative partnerships with families, medical practitioners and educators to ensure children with medical conditions are safely supported to participate fully in all aspects of the educational program and Preschool environment.

### **PROCEDURES**

The Preschool will:

- ensure enrolment records include current medical information, emergency contacts and authorisations for children with medical conditions
- require families to provide current Medical Management Plans, Risk Minimisation Plans and Communication Plans for diagnosed medical conditions including asthma, anaphylaxis, diabetes or other relevant conditions
- develop Risk Minimisation and Communication Plans in consultation with families prior to a child commencing at the Preschool or immediately following diagnosis
- review Medical Management Plans, Risk Minimisation Plans and Communication Plans annually or earlier if a child's medical needs change
- ensure all educators, staff, volunteers and students are informed of children's medical conditions where required to support children safely
- ensure confidentiality of children's medical information in accordance with legislative requirements
- ensure children with medical conditions are included in all aspects of the educational program where safely possible
- ensure all medication is administered in accordance with the Administration of Medication Policy and legislative requirements
- ensure emergency medication is readily accessible at all times and accompanies children during excursions and emergency evacuations
- ensure children's medication remains within expiry dates and is stored safely in accordance with medical advice and manufacturer instructions
- ensure educators and staff understand children's Medical Management Plans and emergency response procedures
- ensure at least one educator or staff member with current approved First Aid, CPR, Asthma and Anaphylaxis qualifications is in attendance and immediately available at all times children are being educated and cared for
- ensure educators and staff complete training relating to medical conditions and emergency responses where required
- ensure procedures are followed immediately in response to medical emergencies including asthma attacks, anaphylaxis, seizures, diabetic emergencies or other serious health concerns

- contact emergency services immediately where required and notify families as soon as practicable
- document incidents, injuries, illness, medical emergencies and medication administration in accordance with legislative and service requirements
- ensure infection control and hygiene procedures are followed when managing illness, medication and medical treatment
- ensure risk assessments consider children's medical conditions during excursions, transportation, water play, emergency evacuations and other high-risk situations
- ensure casual, relief and new educators are informed of children's medical conditions and emergency procedures during orientation and induction processes
- support children to develop age-appropriate self-help and self-management skills where appropriate
- provide information to families regarding illness exclusion requirements and communicable diseases in accordance with NSW Health requirements
- ensure children experiencing symptoms of illness that may impact their wellbeing or the wellbeing of others are managed in accordance with service procedures
- maintain appropriately stocked first aid kits and emergency contact information at all times.

## **ROLES AND RESPONSIBILITIES**

### **The Approved Provider will:**

- ensure obligations under the National Law and Regulations are met
- ensure children's safety, wellbeing and rights remain the paramount consideration
- ensure educators and staff maintain required qualifications and training
- ensure medication, first aid and emergency procedures comply with legislative requirements
- ensure required records are maintained and notification requirements are met.

### **The Nominated Supervisor or Responsible Person will:**

- ensure Medical Management Plans, Risk Minimisation Plans and Communication Plans are implemented and reviewed
- oversee implementation of medical condition procedures
- ensure educators and staff understand children's medical conditions and emergency responses
- ensure medication and emergency medication are accessible and within expiry dates
- support communication with families regarding children's medical needs
- ensure records, incident reports and medical documentation are maintained appropriately.

### **Educators, staff, volunteers and students will:**

- follow children's Medical Management Plans and Preschool procedures
- respond promptly and appropriately to medical emergencies
- maintain confidentiality regarding children's medical information
- follow infection control, medication and hygiene procedures
- participate in required training and induction processes
- communicate concerns regarding children's health or wellbeing immediately to the Nominated Supervisor.

### **Families will:**

- provide current Medical Management Plans, medication and required authorisations
- ensure medication remains within expiry dates
- notify the Preschool of changes to their child's medical condition or treatment
- collaborate with educators and management to support risk minimisation and communication planning
- provide updated emergency contact information.

## **LEGISLATIVE REQUIREMENTS**

- Education and Care Services National Law Act 2010
- Sections 2A, 167 and 174
- Education and Care Services National Regulations

- Regulations 85–96, 136–137, 161–162, 168–172 and 181–183
- Public Health Act 2010
- Work Health and Safety Act 2011
- Child Protection legislation.

(Reviewed annually with NQF and QIP)

**Date last amended** \_\_\_\_\_

**President's signature** \_\_\_\_\_