

PLC SYDNEY PRESCHOOL

# MEDICAL CONDITIONS POLICY

**POL2.11.1.**

---

<b>Name of Policy</b>	PLC SYDNEY PRESCHOOL MEDICAL CONDITIONS POLICY
<b>Policy Number</b>	POL2.11.1.
<b>Policy Status</b>	APPROVED
<b>Date Effective</b>	January 2020
<b>Last Edited</b>	1 March 2020
<b>Date of Next Review</b>	1 May 2022
<b>Review Period</b>	Every two years or as required as a result of legislative changes
<b>Contact Person</b>	Head of Compliance and Human Resources

# TABLE OF CONTENTS

---

<b>1 RELATED LEGISLATION AND REFERENCES</b>	<b>4</b>
<b>2 INTRODUCTION</b>	<b>4</b>
<b>3. OUTCOMES</b>	<b>4</b>
<b>4. STRATEGIES</b>	<b>5</b>
<b>4.1 ADMINISTRATION OF PRESCRIBED MEDICATION</b>	<b>6</b>
<b>4.2 MEDICAL MANAGEMENT PLANS</b>	<b>6</b>
<b>4.3 RISK MINIMISATION AND COMMUNICATION PLAN</b>	<b>7</b>
<b>4.4 COMMUNICATION STRATEGIES</b>	<b>7</b>
<b>5. ASTHMA</b>	<b>7</b>
<b>5.1 ASTHMA EMERGENCIES</b>	<b>8</b>
<b>6 ANAPHYLAXIS</b>	<b>8</b>
<b>6.1 ANAPHYLAXIS EMERGENCIES</b>	<b>9</b>
<b>7 DIABETES</b>	<b>10</b>
<b>8 ROLES AND RESPONSIBILITIES</b>	<b>12</b>
<b>9 POLICY EVALUATION AND REVIEW</b>	<b>14</b>
<b>10 ACKNOWLEDGEMENT</b>	<b>15</b>

## 1 RELATED LEGISLATION AND REFERENCES

---

This information refers to Quality Area 2 of the National Quality Standards: Children's Health and Safety.

- *Education and Care Services National Law Act 2010*: Section 173
- *Education and Care Services National Regulations 2011*: Regulation 90, 91, 96
- *Health Records and Information Privacy Act 2002 (NSW)*
- National Quality Standards 2.1, 2.2, 7.1
- National Asthma Council- [www.nationalasthma.org.au](http://www.nationalasthma.org.au)
- Asthma Australia- [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- Australasian Society of Clinical Immunology and Allergy- [www.allergy.org.au](http://www.allergy.org.au)
- Diabetes Australia- <http://www.diabetesaustralia.com.au/>

## 2 INTRODUCTION

---

PLC Sydney Preschool is committed to a planned approach to the management of medical conditions to ensure the safety and well being of all children at the Preschool. Clear procedures are required to support the health, wellbeing and inclusion of all children enrolled in the Preschool.

The Preschool practices support the enrolment of children and families with specific health care requirements. Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases, if not managed appropriately, these can be life threatening.

The Preschool is also committed to ensuring educators and staff are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and their needs are considered at all times.

## 3. OUTCOMES

---

This policy acts to ensure that :

- Children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.
- Families can expect that Educators will act in the best interests of the children in their care at all times; meet the children's individual health care needs; maintain continuity of medication for their children when the need arises.
- Educators feel competent to perform their duties; understand their liabilities and duty of care requirements; are provided with sufficient information and training regarding the administration of medication and other appropriate treatments.

PLC Sydney Preschool will minimise the risks around medical conditions of children through:

- Ensuring a communication plan/system is developed to support effective ongoing management of all children's medical conditions.
- Collaboration with families of children with diagnosed medical conditions to develop a Risk Minimisation and Communication Plan for their child.
- Informing all staff, including casual staff, educators and volunteers, of all children diagnosed with a medical condition and the risk minimisation procedures for these.
- Providing all families with current information about identified medical conditions of children enrolled at the Preschool with strategies to support the implementation of the Risk Minimisation and Communication Plan.
- Ensuring all children with diagnosed medical conditions have a current Risk Minimisation and Communication Plan that is accessible to all staff, including volunteers and casual staff.
- Ensuring all staff are adequately trained in the administration of emergency medication.

## 4. STRATEGIES

---

The Approved Provider will ensure the Nominated Supervisor fulfils responsibilities in the management of medical conditions.

- On application for enrolment, families will be required to complete full details about their child's medical needs. We will assess whether Educators are appropriately trained to manage the child's special health needs at the time.
- Where children require medication or have special medical needs for long term conditions or complaints, the child's doctor or allied health professional and parent/guardian must complete a Medical Management Plan. Such a plan will detail the child's special health support needs including administration of medication and other actions required to manage the child's condition. This should be updated annually.
- The Nominated Supervisor will consult with the child's family to develop a Risk Minimisation and Communication Plan. This plan will assess the risks relating to the handling, preparation and consumption of food; notification procedures that inform other families about allergens that pose a risk; procedures for ensuring Educators, students, volunteers can identify the child, their medications, the child's Medical Management Plan and the location of the child's medication.
- Children with specific medical needs must be reassessed in regard to the child's needs and the Preschool's continuing ability to manage the child's special needs, on a regular basis, depending on the specific child's medical condition.
- Ensure that the child does not attend the Preschool without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition.
- Ensure that all plans are current and kept up to date and Risk Minimisation and Communication Plans are revised as necessary in consultation with families and the Nominated Supervisor.
- Monitor the implementation of the communication system that ensures all educators, volunteers and students are informed of the Medical Conditions Policy, the Medical

Management Plan and Risk Minimisation and Communication Plans for children at the PLC Sydney Preschool.

- Ensure a medication record is completed after administering any medication.
- Ensure that any parent with a child enrolled at the service that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this Medical Conditions Policy.

The Educators will 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.

#### **4.1 ADMINISTRATION OF PRESCRIBED MEDICATION**

Prescribed medication, authorised medication and medical procedures can only be administered to a child:

- With written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (*Regulation 92*).
- With two adults in attendance, one of whom must be an Educator. One adult will be responsible for the administration and the other adult will witness the procedure.
- If the prescribed medication is in its original container bearing the child's name, dose and frequency or administration.

PLC Sydney Preschool will ensure all medical records are confidentially stored for the specific period of time as specified by the *Regulation*.

Please note:

Medication that is **NOT** prescribed by a medical practitioner or allied health professional, such as Paracetamol, Ventolin or cold and flu medicines cannot be administered by a staff member of PLC Sydney Preschool unless under emergency circumstances.

#### **4.2 MEDICAL MANAGEMENT PLANS**

Medical Management Plans are required if a child enrolled at the PLC Sydney Preschool has a specific health care need, allergy or relevant medical condition. This involves:

- Requiring a parent of the child to provide a Medical Management Plan for the child. The Medical Management Plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs.
- Requiring the Medical Management Plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

#### **4.3 RISK MINIMISATION AND COMMUNICATION PLAN**

A Risk Minimisation and Communication Plan is required to be developed in consultation with the parents of a child:

- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised where possible.
- If relevant, to ensure other families enrolled at the Preschool are notified of any known allergens that pose a risk to a child and prohibit any items which may present a hazard to a child with a diagnosed medical condition, and to ensure strategies for minimising the risk are developed and maintained.
- If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.
- If relevant, ensure that practices and procedures are developed to ensure a child does not attend the Preschool without medication prescribed by the medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition.

#### 4.4 COMMUNICATION STRATEGIES

The Preschool will maintain the review and development of communication strategies to ensure that:

- Relevant staff members and volunteers are informed about the **Medical Conditions Policy** and the Medical Management Plan and Risk Minimisation and Communication Plan for the child.
- A child's parent can communicate any changes to the Medical Management Plan and Risk Minimisation and Communication Plan for the child, setting out how that communication can occur.

## 5. ASTHMA

---

When a child is enrolled at the PLC Sydney Preschool, or newly diagnosed as having asthma, communication strategies will be developed to inform all relevant Educators, students and volunteers about asthma and to promote responsible asthma management strategies to:

- Raise awareness of asthma amongst those involved with the Preschool.
- Implement strategies to support the health and safety of a child with asthma enrolled at the Preschool.
- Provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities.
- Provide a clear set of guidelines and expectations to be followed with regard to the management of asthma.
- Educators will be informed of:
  - The child, the child's name.
  - Where the child's Medical Management Plan will be located.
  - Where the child's preventer/reliever medication etc will be stored.
  - Which Educator/s will be responsible for administering treatment.
- Asthma reliever medication will be stored out of reach of children, in an easily accessible central location.
- Reliever medications together with a spacer will be included in the Preschool's First Aid Kit in case of an emergency situation where a child does not have their own reliever medication with them.

- Asthma Australia provides training in Emergency Asthma Management (EAM) which instructs on all aspects of asthma management and administration of asthma reliever medications. Educators responsible for administering asthma reliever medication to children diagnosed with asthma in their care, will attend or have attended an Emergency Asthma Management course. Ensure at least one staff member who has completed accredited asthma training is on duty whenever children are present at the Preschool.
- Asthma Australia produces recommended guidelines on asthma management within the Preschool setting, including an Asthma First Aid Plan and Asthma Record Card.
- Provide those families identified with a copy of this policy and Asthma Action Plan upon enrolment or diagnosis. Asthma Action Plan template can be downloaded from: <https://www.asthmaaustralia.org.au/nsw/about-asthma/resources>

## 5.1 ASTHMA EMERGENCIES

In the case of an asthma emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible.

The National Asthma Council (NAC) recommends that should a child not known to have asthma appear to be in severe respiratory distress, the Asthma First Aid Plan should be followed immediately. The following steps are recommended:

- If someone collapses and appears to have difficulty breathing, call an ambulance immediately, whether or not the person is known to have asthma;
  - Give 4 puffs of a reliever medication and repeat if no improvement;
  - Keep giving 4 puffs every 4 minutes until the ambulance arrives;
  - No harm is likely to result from giving reliever medication to someone who does not have asthma.

## 6 ANAPHYLAXIS

When a child is enrolled at the PLC Sydney Preschool, or newly diagnosed as having asthma, communication strategies will be developed to inform all relevant Educators, students and volunteers about severe allergies and to promote responsible management strategies.

- Educators, students and volunteers will be informed of:
  - The child's name.
  - The child's Risk Minimisation Plan.
  - Where the child's Medical Management Plan will be located.
  - Which educators/staff will be responsible for administering the adrenaline auto-injector.
- In accordance with Regulations, the Preschool will advise families that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the Preschool.
- The importance of all staff/carers responsible for the child/children at risk of anaphylaxis, undertaking training, approved by ACECQA, 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. Display an Australasian Society of Clinical Immunology and Allergy Inc. (ASCIA) generic poster called Action Plan for Anaphylaxis in a key location at the Preschool, for example, in the children's room, the staff room or near the medication cabinet.

- Staff/educators 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. Staff/educators should not have a false sense of security that an allergen has been eliminated from the environment. Instead the Preschool 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 Preschool.
- It is required that the child at risk of anaphylaxis will have a Medical Management Action Plan. The Preschool will ensure that an anaphylaxis Medical Management Action Plan, signed by the child's Registered Medical Practitioner, and a complete auto-injection device kit are provided by the parent/guardian for the child prior to enrolment and while at the Preschool.
- Ensure all staff know the child/children at risk of anaphylaxis, their allergies, the individual anaphylaxis Medical Management Action Plan and the location of this and the auto-injection device kit.
- Develop an individual Risk Minimisation Plan for the child in consultation with staff and the families of the child/children and appropriate health professionals.
- Develop and implement the communication plan/strategy and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's allergies, this Policy and its implementation.
- Ensure this Policy is provided to the parent/guardian of each child diagnosed at risk of anaphylaxis at the Preschool.

## **6.1 ANAPHYLAXIS EMERGENCIES**

- In the case of an anaphylaxis emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible.
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the Preschool without the device. The adrenaline auto-injection device will be checked for the expiry date at the same time the routine check on the first aid supplies is completed and the expiry date will be recorded in the Nominated Supervisor's diary.
- For anaphylaxis emergencies, Educators will follow the child's Emergency Action Plan. If a child does not have an adrenaline auto injector and appears to be having a reaction, the Educator will administer adrenaline, if the Preschool has an additional auto-injector for general use. Staff administering the adrenaline will follow the instructions stored with the device. An ambulance will always be called. The used auto-injector will be given to the ambulance officers on arrival. Another child's adrenaline auto-injector will NOT be used.
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:

- 1) Call an ambulance immediately by dialling 000.
- 2) Commence first aid measures.
- 3) Contact the parent/guardian.
- 4) Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.

## 7 DIABETES

---

Whenever a child with diabetes is enrolled at the Preschool, or is newly diagnosed as having diabetes, a communication plan will be developed to inform all relevant educators, including students and volunteers about diabetes. The Preschool will provide the families identified with a copy of this Policy and request that a Diabetes Action Plan be provided upon enrolment or diagnosis. A Diabetes Action Plan template can be downloaded from: <http://as1diabetes.com.au/schools/teachers-and-schools-2/>

- Ensure that a Diabetes Action Plan is received for each child with a diagnosis of diabetes that contains information of the child's diabetic management and outline what do in relation to any diabetic emergency the child might face.
- Ensure the development of a communication plan/strategy and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition

The Preschool 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. and to promote responsible management strategies to:

- Educators, including students and volunteers will be informed of:
  - The child's name.
  - The child's Risk Minimisation Plan.
  - Where the child's Emergency Action Plan will be located.
  - Where the child's insulin/snack box etc, will be stored.
  - Which educators/staff will be responsible for administering treatment.
- Ensure all staff complete Senior First Aid Training.
- Raise awareness of diabetes management amongst those involved with the Preschool.
- Provide the necessary strategies to ensure the health and safety of all children with diabetes enrolled at the Preschool.
- Provide an environment in which children with diabetes can participate in all activities to the full extent of their capabilities.
- Provide a clear set of guidelines and expectations to be followed with regard to the management of diabetes.
- The Educators will be aware of the signs and symptoms of low blood sugar including the child presenting pale, hungry, sweating, weak, confused and/or aggressive. Signs and symptoms of high blood sugar include thirst, need to urinate, hot dry skin, smell of acetone on their breath.
- Management of diabetes in children at the Preschool will be supported by the child having in place an Emergency Action Plan which includes:

- Administration of Insulin, if needed - information on how to give insulin to the child, how much insulin to give, and how to store the insulin. Insulin may be delivered as a shot, an insulin pen, or via an insulin pump.
- Oral medicine - children may be prescribed with oral medication.
- Meals and snacks - including permission to eat anytime the child requires it.
- Blood sugar testing - information on how often and when a child's blood sugar may need to be tested by Educators.
- Symptoms of low or high blood sugar - one child's symptoms of low or high blood sugar may be different from others. The Action Plan should detail the child's symptoms of low or high blood sugar and how to treat it. For high blood sugar, low blood sugar, and/or hypoglycemia, Educators will follow the child's Emergency Action Plan.

## 8 ROLES AND RESPONSIBILITIES

ROLE	AUTHORITY/RESPONSIBILITY FOR
Approved Provider	<ul style="list-style-type: none"> <li>• Ensuring the development of a Communication Plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation.</li> <li>• Ensuring relevant staff receive regular 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 care and education of a child with specific health needs.</li> <li>• Ensuring at least one Educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that the children are being educated and cared for by the Preschool.</li> <li>• Ensuring that 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.</li> <li>• Ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant Preschool policies.</li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>• Implementing this policy at the Preschool and ensuring that all staff adhere to the policy.</li> <li>• Informing the Approved Provider of any issues that impact on the implementation of the policy.</li> <li>• Identifying specific training needs of staff who work with children diagnosed with a medical condition, and ensuring that staff access appropriate training.</li> <li>• Ensuring food preparation, food service and relief staff are informed of children and staff who have specific medical</li> </ul>

	<p>conditions or food allergies, the type of condition or allergies they have, and the Preschool procedures for dealing with emergencies involving allergies and anaphylaxis.</p> <ul style="list-style-type: none"> <li>● Ensuring a copy of the child's Medical Management Plan is visible and known to staff in the Preschool.</li> <li>● Ensuring staff follow each child's Risk Minimisation and Communication Plan and Medical Management Plan.</li> <li>● Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation and Communication Plan.</li> <li>● Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the Preschool.</li> <li>● Maintaining ongoing communication between staff and parents/guardians in accordance with the strategies identified in the <b>Communication Plan</b> to ensure current information is shared about specific medical conditions within the Preschool.</li> </ul>
Educators	<ul style="list-style-type: none"> <li>● Communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held at the Preschool is current.</li> <li>● Being aware of individual requirements of children with specific medical conditions and following their Risk Minimisation Plan and Medical Management Plan.</li> <li>● Monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor.</li> <li>● Ensure that parents/guardians are contacted when concerns arise regarding a child's health and wellbeing.</li> </ul>
Families	<ul style="list-style-type: none"> <li>● Informing the Preschool of their child's medical conditions, if any, and informing the Preschool of any specific requirements that their child may have in relation to their medical condition.</li> <li>● Developing a Risk Minimisation Plan with the Nominated Supervisor and/or other relevant staff members at the Preschool.</li> <li>● Providing a Medical Management Plan signed by a medical practitioner, either on enrolment 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 in the event of an incident relating to the children's specific health care needs.</li> <li>● Be available to arrange collection of their child when the child is deemed unwell by the Preschool.</li> </ul>

## 9 POLICY EVALUATION AND REVIEW

---

This Policy will be reviewed to ensure compliance with legislative requirements. Families and staff are essential stakeholders in this Policy review process. In accordance with Regulation 172 of the Education and Care Services National Regulations, the Preschool will ensure that families of children enrolled at the Preschool are notified at least 14 days before making any change to a Policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Preschool; a family's ability to utilise the service; the fees charged or the ways in which fees are collected.

Policy review date	Modifications	Next review date
March 2020	Checked for currency (Head of Compliance)	March 2022
March 2021	Updated to include details of when a sick child cannot attend preschool	March 2022

## 10 APPENDIX

---

### **Children cannot attend or remain in care if they:**

- have a temperature over 38°C;
- have vomited once within the previous 24-hour period;
- have had 2 or more incidents of diarrhoea within the previous 24-hour period;
- are unable to participate in the daily program; or
- have a suspected infectious disease or rash.

### **When can your child return to care?**

- A 24-hour clearance is required if your child has experienced diarrhoea or vomiting;
- When your child appears well and is no longer displaying signs and symptoms of an illness, high temperature or an infectious disease;