

**MEDICAL AND ASSOCIATED CONDITIONS POLICY****WHY?**

Northern Children's Network (NCN) recognises the importance of children with diagnosed medical conditions having their medical requirements met whilst in family day care. Educators, Assistants and Relief Educators may need to manage medical conditions and/or effectively respond to medical situations to ensure that each child's health needs are supported, in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulations – 90-92*. NCN will ensure that all children enrolled with our service receive the appropriate medical attention as required.

**WHO?**

This policy applies to the following persons:

- Approved Provider (NCN)
- NCN Management
- All Staff
- Family Day Care Educators, Assistants and Relief Educators
- Volunteers
- Students on professional experience placements
- Families enrolled with NCN Family Day Care Service
- Others involved in the provision of education and care

All of the above will be made aware of the requirements of this policy and procedure and this will be undertaken as a part of the registration/induction process.

**WHAT?**

NCN will ensure that children who have medical conditions, allergies or a specific health care need and/or require medical attention are managed appropriately and proactively by NCN, Educators and staff while being cared for by the service.

NCN will collect all relevant medical information during the enrolment process so that the service can effectively meet the child's needs relating to medical conditions and allergies. This includes, but is not limited to immunisation status, current diagnosed medical conditions and the administration of any medication that the child requires. All documentation will be maintained in a confidential manner in the child's file and stored in accordance with the applicable legislative requirements.

NCN recognises that some children may require first aid treatment, the administration of medication or medical attention while attending the service. Accordingly, NCN will ensure that their staff have completed a current first aid qualification, anaphylaxis management, emergency asthma management training and that a staff member is immediately available to respond in a medical emergency.

NCN will ensure suitably equipped first aid kits are easily recognisable and readily accessible to Educators, Assistants and Relief Educators at all times (including on excursions and regular outings).

In the instance of an occurrence of an infectious disease, NCN will ensure that all reasonable steps are taken to prevent the spread of infectious disease and that a parent of each child (or authorised emergency contact) is notified of the occurrence as soon as practicable.

**POLICY VERSION & REVISION INFORMATION:**

Policy Authorised by: GM & Director of Children's Services  
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**MEDICAL AND ASSOCIATED CONDITIONS POLICY****WHEN?**

During the enrolment process, children who identify as having a medical condition, allergy or specific health condition, will be provided with a medical management plan for their parents/families to complete and return to NCN prior to education and care commencing.

In consultation with the family, and following on from the medical management plan, the Educator will develop a risk minimisation and communication plan to ensure any risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised and ensure the relevant NCN staff, volunteers and students on professional experience placements are informed about the child's medical management plan and the risk minimisation and communication plan.

NCN will provide all staff and Educators covered by this policy with the appropriate training so they are made aware of their responsibilities and obligations.

NCN retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. NCN will consult before any amendments are made and will notify and train those that the amendments apply to.

All persons covered under the paragraph 'Who' that breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

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## MEDICAL AND ASSOCIATED CONDITIONS PROCEDURE

### HOW?

#### ***Educators will:***

In consultation with the family, optimise the health and safety of the child through supervised management of the child's condition.

Ensure that they comply with all applicable legislation, regulations, policies and procedures.

Maintain accredited first aid, approved CPR, asthma and anaphylaxis training.

Undertake any specified training to ensure the appropriate management of children's medical conditions.

Ensure that they are fully aware and understand the procedures and requirements of all children's medical management plans. In addition to, ensuring they follow the medical management plan in providing ongoing or emergency care for the child.

Ensure prior written parental/family consent is obtained for all medication (including prescription and over the counter medications). Medication must not be administered to a child in family day care without authorisation by a parent/family member or person with the authority to consent to administration of medical attention to the child.

Ensure all medication is administered in accordance with the labelled instructions attached to the medication, or as provided by the registered medical practitioner. Medication must only be administered from its original container, bearing the original label and before its expiry date and with the child's name clearly labelled if prescription medication.

Complete any administration requirements whenever medication is given.

Promptly communicate to family/parents any concerns about the child's health.

In consultation with the parents/family and NCN, develop a risk minimisation and communication plan. Implement and adhere to these plans as developed.

When on outings, always carry the child's medical management plan and emergency contacts and if relevant emergency medication. The risk assessment for any outing should take into consideration any child that may need emergency medication.

Ensure all medication is stored safely out of children's reach, but easily recognisable with the child's name. Care will always be taken according to the storage requirements for specific medications and the guidelines stipulated in the National Regulations. Relevant staff and Educators will be made aware of the medications location, including during excursions/outings. All medication is to be given to an Educator on arrival and not kept in the child's bag.

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## MEDICAL AND ASSOCIATED CONDITIONS PROCEDURE

In the case of an emergency, it is acceptable to obtain verbal consent from a parent/family member or a registered medical practitioner or medical emergency services if the child's parent/family cannot be contacted. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this instance, the child's parent/family and emergency services must be contacted as soon as possible thereafter.

If an emergency arises where there is doubt or concerns about the child's health/safety, the Educator must act in the best interests of the child and contact the parents/family, NCN or call 000 for an ambulance.

### ***Families/Parents will:***

Inform NCN upon enrolment or on initial diagnosis that their child has a medical condition, health care need or allergy. Provide all relevant information regarding the child's condition to NCN, including any updates or changes to the child's diagnosis and known medical condition.

Complete the medical management plan and return to NCN prior to commencing education and care.

Discuss with their child's Educator, the child's medical condition and care requirements. Provide all relevant medications for the Educator at all times the child is in care.

Understand that the child will not be able to attend the service if the medication is part of the medical management plan and is not available for the commencement of care at any time.

In consultation with NCN staff and the Educator, develop a risk minimisation and communication plan for the child to ensure: risks relating to the child's health care needs, allergy or medical conditions are assessed and minimised; if relevant, practices in relation to the safe handling, preparation and consumption of food are developed and implemented; if relevant, that any of the parents of other children in care and education are notified of any known allergies that pose a risk to the child and strategies are put in place to minimise the risk.

A risk management and communication plan will also be devised, by the relevant NCN staff members, Educator and the parents/family, to ensure that all relevant information and concerns about the child's condition are communicated to the relevant stakeholders; any changes to the child's condition is also communicated and the impact these changes may have on the care needed.

### ***Immunisation and Infectious Diseases:***

Medical immunisation is recognised as a reliable way to prevent the spread of some infectious diseases.

Proof of each child's immunisation status will be collected at the time of enrolment. All records will be stored securely and confidentially and be maintained in accordance with the applicable legislative requirements.

Immunisation records, including each child's vaccination status in line with the recommended immunisation schedule, will be reviewed and updated annually. This may include reminders being forwarded to parents/guardians to update the information retained by NCN.



## MEDICAL AND ASSOCIATED CONDITIONS PROCEDURE

Where a child or NCN staff member has not been vaccinated/medically immunised, the child or staff member will be excluded for the duration of the outbreak of a vaccine preventable disease, even if the child or other person is well.

NCN will encourage all Educators and staff members to maintain their personal immunisation in accordance with the National Health and Medical Research Council (NHMRC) recommendations.

Where a child or staff member has been diagnosed with an infectious disease or is showing symptoms of an infectious disease, NCN will implement the recommended exclusion periods as outlined in the NHMRC guidelines and other persons will be excluded from NCN where:

They have been diagnosed with an infectious disease (as listed in the NHMRC exclusion list).

They are showing symptoms of any one of the infectious diseases on the NHMRC exclusion list.

They are too unwell to cope with normal activities/routines.

There has been an outbreak and they have not been medically immunised.

There may be occasions where a medical clearance will be requested before a child or other person is able to return to NCN after an exclusion period (please note a doctor's certificate does not override the recommended exclusion periods).

Where a child becomes ill, is injured, involved in an incident or trauma or displays symptoms of an infectious disease while attending NCN, the child will be comforted and provided with the required support, including but not limited to being provided with an appropriate and comfortable place to rest quietly away from other children. Educators will then: assess the situation; implement first aid if needed or notify emergency services on 000 if necessary; ensure the safety and wellbeing of other children nearby (i.e. support, engage or move to another area) and notify parent/guardian.

Where a child leaves the service in an ambulance, where practicable a copy of the incident, injury, trauma, illness record and/or medical condition (e.g. asthma, diabetes or at risk anaphylaxis), the child's medical management plan will be sent with the child. Where the child is not accompanied by a parent/family member or another authorised person, the child will be accompanied by an Educator or appropriate NCN staff member.

The child's family will be notified as soon as practicable (including on arrival in regard to a minor incident) and requested that they collect the child.

In the case of a family day care environment, an Educator will notify NCN and an NCN staff member will in turn contact the child's parent/family; if applicable, contact the remaining parents to request the collection of children at their earliest convenience and, go directly to the Educator's home to offer support and assume responsibility for the remaining children.

Under no circumstances, should an Educator, staff member or NCN admit any liability.

In the case of an infectious disease, all bedding, clothing and equipment used by the child must be washed separately and sanitised.



## MEDICAL AND ASSOCIATED CONDITIONS PROCEDURE

In addition to the above requirements, where an Educator or staff member (including a family member or Family Day Care Educator) contracts an infectious disease, the Educator must cease to provide education and care for the recommended exclusion period. The Family Day Care Statewide Manager must be notified immediately.

Where a child, Educator or staff member (including a family member in the case of a Family Day Care Educator) is diagnosed with a notifiable disease, the Family Day Care Statewide Manager must be notified immediately. The Manager will then notify the Director or Public Health Officer, at the Department of Health and Human Services on 1800 671 738. The Department will provide advice on how to proceed from there onwards.

### **BREACH OF THE PROCEDURE**

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment or registration.

NCN retains the sole discretion to reasonably vary, terminate or replace this procedure from time to time. NCN will consult before any amendments are made and will notify and train those that the amendments apply to.

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