



Maldon Neighbourhood Centre Occasional Childcare

Medical Conditions Management Policy

Policy statement

The Maldon Neighbourhood Centre (MNC) recognises the importance of providing a safe environment in our service for children with specific medical and health care requirements and those who are at risk of anaphylaxis.

The Centre is committed to managing these requirements by implementing and maintaining effective practices for a child who has a diagnosed health care need, allergy or relevant medical condition enrolled at the service and to minimise the risk of anaphylaxis.

Our service is committed to:

- providing, as far as practicable, a safe and healthy environment in which children at risk of anaphylaxis or with a medical condition can participate equally in all aspects of the children’s program and experiences.
- raising awareness about allergies and anaphylaxis amongst the service community and children in attendance.
- actively involving the parents/guardians of each child at risk of anaphylaxis or with a medical condition in assessing risks, developing risk minimisation strategies and management strategies for their child.
- ensuring each staff member and other relevant adults have adequate knowledge of allergies, anaphylaxis, specified medical conditions and emergency procedures.
- facilitating communication to ensure the safety and wellbeing of children with a medical condition or at risk of anaphylaxis.

Purpose

The aims of this policy are:

- To ensure that clear procedures exist to support health, wellbeing and inclusion of all children enrolled at the service.
- To provide educators, staff, volunteers and families with reassurance and certainty about how a child’s individual medical conditions are managed to ensure that the child’s safety, health and wellbeing is protected.
- minimise the risk of an anaphylactic or allergic reaction occurring while the child is in the care of the children’s service.
- ensure that staff members are prepared to respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including administering an EpiPen®.
- raise the service community’s awareness of allergies, anaphylaxis and its management through education and policy implementation.



Scope

This policy is required whether or not there is a child diagnosed with a medical condition or at risk of anaphylaxis enrolled at the service. It applies to children enrolled at the service, their parents/guardians, staff and Approved Provider as well as to other relevant members of the service community, such as volunteers and visiting specialists.

Background

Medical conditions and other specific health care needs include, but are not limited to asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening.

MNC ensures that our staff are equipped with the knowledge and skills to manage situations so that all children receive the highest level of care, and their needs are considered at all times. Providing families with ongoing information about medical conditions and the management of conditions is a key priority.

Definitions

Allergen: A substance that can cause an allergic reaction.

Allergy: An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

Allergic reaction: A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.

Anaphylaxis: A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems. The most common causes in young children are eggs, peanuts, tree nuts, cow milk, bee or other insect stings, and some medications. Young children may not be able to express the symptoms of anaphylaxis.

Adrenaline auto-injection device: A device containing a single dose of adrenaline, delivered via a spring-activated needle, which is concealed until administered. There are a range of commercial devices including the Epipen®.

No food sharing: The practice where children eat only that food that is supplied or permitted by the parent/guardian, and does not share food with, or accept other food from any other person.

Risk minimisation: The implementation of a range of strategies to reduce the risk of an allergic reaction including removing, as far as is practicable, the major sources of the allergen from the service, educating parents and children about food allergies and washing hands after meals.

Service community: all adults who are connected to the children's service.



Medical Conditions Management Procedures

Medical Conditions Management Plan

Families must provide a Medical Management Plan prepared by the child's doctor in respect of any specific health care needs or medical conditions. The Plan should:

- include a photo of the child.
- state what triggers the allergy or medical condition if relevant.
- state first aid needed.
- contact details of the doctor who signed the plan.
- state when the plan should be reviewed.
- have supporting documentation if appropriate.

Medical Conditions Risk Minimisation Plan

The Childcare Coordinator and relevant staff will prepare and implement a medical conditions risk minimisation plan in consultation with families which is informed by the child's Medical Management Plan.

The Plan will include measures to ensure:

- any risks are assessed and minimised.
- practices and procedures for the safe handling of food, preparation, consumption and service of food for the child are developed and implemented.
- parents are notified of any known allergens that pose a risk to a child and how these risks will be minimised.
- a child does not attend the service without medication prescribed by their medical practitioner in relation to their specific medical condition if this would pose a significant risk.

Medical Conditions Communication Plan

The Childcare Coordinator will implement a medical conditions communication plan to ensure that relevant educators, staff and volunteers:

- understand the Medical Conditions Management Policy.
- can easily identify a child with health care needs or medical conditions.
- understand the child's health care needs and medical conditions and their medical management and risk minimisation plans.
- know where each child's medication is stored.
- are updated about the child's needs and conditions.

The Childcare Coordinator will also ensure the medical conditions communication plan sets out how parents may advise changes to their child's medical management and risk minimisation plans.

The Childcare Coordinator will regularly remind families to update their child health and medical information as outlined in the Plan.



Collating Medical Conditions Plans

The Medical Management Plan is provided by parents with the child's enrolment form or submitted as soon as a medical condition becomes known. The resource to complete the two other plans is the Medical Conditions Risk Minimisation and Communication Plan template which is filled out by the Childcare Coordinator in consultation with the parents/guardians. This completed document will be signed by parents, the Childcare Coordinator and relevant staff and added to the child's file.

Copies of the plans are stored securely with the child's medication and emergency evacuation kit to ensure all procedures are followed. The medical plans will also be taken on any excursions.

Roles and Responsibilities

Committee of Management	<ul style="list-style-type: none"> • Fulfil the service's duty of care requirement under the Occupational Health and Safety Act 2004, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 to ensure that those involved in the programs and activities of MNC Occasional Childcare Service are protected from harm. • Ensure policies and procedures required by the Children's Services Regulations 2020 are in place and implemented by staff.
Centre Coordinator	<ul style="list-style-type: none"> • Ensure that this policy is available for all parents and guardians at the service. • Inform educators, staff, volunteers, children and families on the importance of adhering to the Medical Conditions Policy to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service. • Provide appropriate training for staff to ensure that educators have the skills and expertise necessary to support the inclusion of children with additional health needs. • Ensure that all childcare staff, whether or not they have a child diagnosed at risk of anaphylaxis attending the service, undertake training in the administration of the adrenaline auto-injection device such as an EpiPen® every 12 months and record this in the staff records. • Display an ASCIA generic poster called Action plan for Anaphylaxis in a key location at the service. • Display emergency contact information by telephones. • Discuss with staff their knowledge of issues following staff participation in anaphylaxis management training. • Selectively audit enrolment checklists (e.g. annually) to ensure that documentation is current and complete. • Discuss this policy and its implementation with parents/guardians of children at risk of anaphylaxis to gauge their satisfaction with both the policy and its implementation in relation to their child. • review the adequacy of the response of the service if a child has an anaphylactic reaction and consider the need for additional training and other

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	corrective action.
Childcare Coordinator	<ul style="list-style-type: none"> • Provide a copy of this policy and associated documents to parents/guardians of an enrolled child if MNC is aware that the child has a specific health care need, allergy or other relevant medical condition. • Develop and follow a Risk Minimisation Plan and Communication Plan in consultation with parents/guardians of the child. • Ensure displays about a child's health care needs or medical conditions are updated and visible to all staff. • 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 • Send regular reminders to families to keep information updated and current. • Ensure that a notice is displayed prominently in the main entrance of the services stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the service • Conduct 'anaphylaxis scenarios' and supervise practise sessions in EpiPen® administration procedures on a regular basis, preferably quarterly. • Routinely (e.g. monthly) review each auto-injection (EpiPen®) kit to ensure that it is complete and the auto-injection device (EpiPen®) is not expired. • Ensure that all staff know the location of the medical conditions management plan and that a copy is kept with the auto-injection device (EpiPen®) kit and other medications.
All Staff/Educators	<ul style="list-style-type: none"> • Follow the Medical Management Plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition. • Ensure any new information is attached to the child's Enrolment Form and medical plans where relevant and shared with relevant educators, staff and volunteers. • Participate in 'anaphylaxis scenarios' and practise sessions in EpiPen® administration procedures on a regular basis, preferably quarterly.
Parents/Guardians	<ul style="list-style-type: none"> • Advise details of specific health care needs or medical conditions including asthma, diabetes and allergies, and whether the child has been diagnosed at risk of anaphylaxis. • Provide MNC with a Medical Management Plan for the child. • Develop a Risk Minimisation Plan and Communication Plan in consultation with MNC Childcare Coordinator. • Provide staff with updates whenever medical information changes. • Parents/guardians of a child at risk of anaphylaxis shall provide staff with a complete EpiPen® kit and regularly check the adrenaline auto-injection device (EpiPen®) expiry date. • read and be familiar with this policy.



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.

Related documents

Relevant service policies such as:

- Admissions and Enrolment Policy and Procedure
- Qualified Staff Employment Policy and Procedure
- Incident Reporting – incidents, injury, trauma and illness policy.
- Administering Medications Policy and Procedure
- Complaints Policy and Procedure
- Occupational Health and Safety Policy
- Code of Conduct
- Privacy and Confidentiality Policy