

## DEALING WITH MEDICAL

## CONDITIONS



Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

In many cases these can be life threatening. The purpose of this policy is to ensure all children and young people in our care have their medical needs met at all times. Our service is committed to ensuring educators are trained to guarantee we are offering the highest possible care for all.

### **Definitions:**

**Communication plan:** A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.

**Medical management plan:** A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child.

### **This policy aims to:**

- Ensure the medical needs of participants in our care are met at all times.
- Ensure that all staff are trained and equipped to deal with medical conditions confidently.
- Collaborate with families to ensure informed and up to date practices.
- Ensure all participants with medical conditions have an up to date medical management plan and/or communication plan.

### **OSHC@IOE will ensure that:**

- All staff have up to date first aid training. These include:
  - HLTAID004 First Aid (every three years)
  - Anaphylaxis training (every 12 months)
  - Asthma training (every 12 months)
  - CPR (every 12 months)
- All medical management/communication plans that are updated every 12 months. These plans must be developed during the orientation process and completed before the participant commences care. These management plans will include the following:
  - Name, DOB, emergency contact details for the child/young person
  - Medical condition
  - Signs/triggers of the condition about to occur
  - Treatment of condition including medications
  - Location of medication
  - GP details
  - If the child/young person can administer their own medications
  - Plan review date

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- Sign off from nominated supervisor, educators and family
- Staff and family have signed off the management plan before the commencement of care.
- The family are aware they are to inform the service of any changes to the medical condition or treatment including medications.
- The family is aware they are to provide in-date medication that is to stay on premises at all times.
- The family are aware that if there is no medication available, their child/young person cannot access the service until medication is provided.
- Medical management plans are printed in colour with an up to date colour photo of the participant.
- If a child/young person can administer their own medication, the nominated supervisor or person in day-to-day charge is to supervise this. A secondary educator must witness, and all parties must check dosage, use by date and any other relevant label details.
- A medication form must be completed with every dose of medication administered. See Administration of Medication Policy for more details.
- A copy of the policy is given to all families upon enrolment.

### **Families will ensure:**

- OSHC@IOE is kept up to date of any changes in condition/medications.
- Provide in-date medication to the service to stay on premises at all times.
- Any changes in the medical management plan will be emailed to Interchange Outer East OSHC team [oshc@ioe.org.au](mailto:oshc@ioe.org.au).
- Any action plans written by a medical professional are provided to the service in colour.

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

- Records are stored confidentially for the specified time.
- Records are audited on a 12 month basis.

### **References:**

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

**National Quality Standards: 2.1.1, 7.1.2**