



POLICIES AND PROCEDURES

Medical Conditions Policy

Policy Statement:

The aim of Time 4 Kindy Pre School & Long Day Care Centre is to effectively care for and manage children with medical conditions including asthma, diabetes, or a diagnosis that the child is at risk of anaphylaxis, in accordance with the Education and Care Services National Regulations 2011.

Strategies, Practices and Procedures:

The management of medical conditions at Time 4 Kindy Pre School & Long Day Care Centre is of the utmost importance to our service. This policy requires certain parties to perform certain duties when it comes to medical conditions.

Parent/Guardian Duties:

If a child is enrolled at the service who has a medical condition the parent/guardian needs to do the following:

1. Provide a medical management plan for their child
2. In consultation with the Service develop a risk minimisation plan:
 - Ensuring risks are assessed and minimised
 - Ensuring practices and procedures in relation to safe handling, preparation, consumption and service of food are developed and implemented.
 - Ensuring practices and procedures to notify parent/guardian of any known allergens that pose a risk to the child, and developing and implementing strategies for minimising the risk.
 - Developing practices and procedures to ensure that all Staff can identify the child, the child's medical management plan and the location of the child's medication.
 - Developing practices and procedures to ensure that the child does not attend the Service without medication prescribed by the child's medical practitioner.
3. In consultation with the Service develop a communications plan to ensure that:
 - Staff members and volunteers are informed about the medical management plan and risk minimisation plan of the child.
 - Any changes to the medical plan, risk minimisation plan and communication plan and how this is to occur.

Approved Provider Duties:

If a child is enrolled at the Service who has a medical condition, the Approved Provider needs to do the following:

1. Inform the Nominated Supervisor, Educators, Staff and volunteers of how to manage the medical condition.
2. Ensure all staff sign, that they have read the child's medical management plan, risk minimisation plan, and communications plan
3. Develop a risk minimisation plan in consultation with the child's parent/guardian
4. Develop a communications plan in consultation with the child's parent/guardian

The Approved Provider/Licensee/Director/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Measuring Tools:

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Accident/Injury Register

Links to Other Policies:

Anaphylaxis and Allergy Management Policy

Diabetes Policy

Accident and Injury Prevention Policy

Management of Infectious Diseases and Exclusion Policy

Hygiene Policy

Administration of Medication Policy

Policy Created: March 2010

Policy Reviewed: March 2016

Policy Review Date March 2017

Sources:

Education and Care Services National Regulation 2011

Education and Care Services National Law Act 2010

Guide to the National Quality Standards 2011

National Quality Standards 2011

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**TIME 4 KINDY PRE SCHOOL & LONG DAY CARE CENTRE RISK MINIMISATION PLAN
(RISK OF FEBREL CONVULSION)**

How well has the children's service planned for meeting the needs of children with allergies who are at risk and with a medical condition requiring extra care?		
1. Who are the children?	<ul style="list-style-type: none"> List name and room location of each of the at risk child 	Name:
2. What are they allergic to?	<ul style="list-style-type: none"> List all of the known risk factors for each of the at risk children 	Risk :
	<ul style="list-style-type: none"> List potential sources of exposure to each known allergen and strategies to minimise the risk of exposure All staff are aware of where each child's medical management plan and medication (including expiry) are located 	<ul style="list-style-type: none"> Time 4 Kindy is aware that the child is at risk and all educators have current first aid Information is written on each child's medical management plan Any new information is communicated through staff meetings
3. Does everyone recognise the "at risk" children?	<ul style="list-style-type: none"> List the strategies for ensuring that all staff, including relief staff and cooks, recognise each of the "at risk" children. Confirm where the child's Medical Management Plan (including the child's photograph) will be displayed 	Medical management plans with photos are visible in all rooms. Relief staff/students are directed to these when they start work

DO FAMILIES AND STAFF KNOW HOW THE SERVICE MANAGES THE RISK OF MEDICAL CONDITIONS?

STRATEGIES	HOW, WHO AND WHEN
Record when each family of an at risk child is provided a copy of the service's illness /risk management policy on their enrolment form	Director/Nominated Supervisor At the enrolment and when we update the policy
Record when each family member provides appropriate medication	All staff. On medication form
All staff, including relief staff, know where medication and medical management plans are kept for each at risk child	The service's Panadol is located in the first aid cabinet in the childs room and is accessible to staff at all times
Regular checks of the expiry date of each child's medication are undertaken by nominated staff member and the families of each at risk child.	Expiry dates are checked prior to administration by the room leader and families are to be notified in writing by the Director when they need to up-date their medication.

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Procedures to be followed to minimise the risk of exposure to a known allergen.	All staff
Medication is taken on all outings attended by the at risk child	
The service ensures there is a staff member with first aid training on duty at all times	All staff have up to date first aid training.

DO RELEVANT PEOPLE KNOW WHAT ACTION TO TAKE IF A CHILD HAS A TEMPERATURE AND IS AT RISK OF A CONVULSION ?

ACTION REQUIRED	BY WHOM
Know what each child's Action Plan says and implement it	All the educators
Who will administer medication and stay with the child?	Familiar staff member will stay with the child in order to minimise distress of child
Who will telephone the ambulance and the parents?	Director/Nominated Supervisor or Responsible Person on duty as per roster
Who will let the ambulance officers into the service and take them to the child	Director/Nominated Supervisor or Responsible Person on duty as per roster
Who will ensure the supervision of the other children?	All staff in the room not administering medication
All staff with responsibilities for at risk children have undertaken anaphylaxis management training and regular practise sessions	All educators have current anaphylaxis management training. Please see staff training records on file.

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PARENT INPUT TO RISK MINIMISATION PLAN

I acknowledge that I have read and understood this document.

DIRECTOR: _____

name

sign

date

I also give consent for my child's action plan to be displayed around the centre.

I acknowledge that I have read and understood this document.

PARENT: _____

name

sign

date

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