**Medical conditions**

**Directorate**: Community, Environment & Planning

**Responsible Officer**: Manager | Community Connections

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**Quality area 2: Children’s Health and Safety**

**Introduction**

Bega Valley Shire Council education and care services will use strategies that support the safe inclusion of children who have ongoing medical conditions.

**Strategies**

Families will:

- inform the Nominated Supervisor and Educational Leader of any specific health care need, allergy or medical condition including medication prescribed for the treatment of long term conditions such as asthma, diabetes or epilepsy.
- inform the Nominated Supervisor and Educational Leader of any procedures for responding to an anaphylaxis emergency
- complete a detailed Medical Management and Action Plan form that is attached to the child’s enrolment form
- review and contribute to a risk assessment of the environment, routines and program with the educators of the child to identify, minimise and manage any potential hazards including allergens
- Check that all medications are clearly labelled with the child’s name
- Ensure medications are not out of date and are stored all medications in a location that ensures they are safe and readily accessible in an emergency
- Update the Medical Management and Action plan annually, or when any change is made to the treatment of the medical condition.

The Medical Management and Action Plan form must be completed with the child's treating doctor or specialist and will provide educators, staff and others with important information about how best to recognise, respond to and manage each child's medical condition while s/he is in the service. A child who requires regular or emergency medication cannot attend the service unless their medication is provided and meets the requirements for prescription medications.

The Authorised Provider and Nominated Supervisor will:

- Ensure all Educators, Staff and others follow procedures for managing children with medical conditions
- Display a notice to families about any child at risk of a medical emergency, including details of actions that families using the service must take to ensure the risk is minimised.
- Educational Leaders and Educators will
• Inform all persons working with the child (including students, volunteers and others) about the medical condition and any special practices that relate to managing the health, safety and well-being of the child whilst in the service

• Undertake a risk assessment of the environment, routines and program to identify, minimise and manage any potential hazards including allergens.

• Discuss the risk assessment with the family and confirm the minimisation and control strategies that can be put in place

• Develop and display an Emergency Response Action Plan for the child in an appropriate location

• Check that all medications are clearly labelled with the child’s name, not out of date and stored in a location that ensures they are safe and readily accessible in an emergency

• Liaise with any person responsible for food storage, preparation, handling and provision to ensure consistency in any food related strategies

• Advise all families of any food restrictions or other risk minimisation strategies that are necessary to protect the health and well-being of the child.

• Ensure that all staff working with the child understand, practice and can apply the Medical Management and Action plan, including any changes or updates made to the treatment of the medical condition

• Ensure all staff have signed the MMAP indicating that they are able to follow the plan.

• Ensure medication is only administered following the procedures described in the Immunisation, Illness exclusion and Medication Policy. Children of school age will not self-administer medication.

Legislative requirements


• Education and Care Services National Regulations, 2011

• NSW Occupational Health and Safety Act 2000


References

• Bega Valley Shire Council, procedure 5.05.1 Work Health & Safety Management System Framework. Online: www.begavalley.nsw.gov.au

• Bega Valley Shire Council Children’s Services First Aid procedure, Operational draft, June 2012

• Bega Valley Shire Council Immunisation, illness-exclusion and medication policy, Operational Draft, June 2012


• Community Child Care Co-operative, Sample Policy, First Aid