

# QA2 – MEDICAL CONDITIONS PROCEDURE

## INFORMATION

Medical conditions 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. Our centre is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children enrolled.

Our centre is also committed to ensuring our Educators are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times. It is a priority of ours to pass on any information about the management of medical conditions in young children that we may receive from experts / leading organisations.

## RESPONSIBILITY

All team members, students, volunteers and visitors must comply with this procedure.

## PROCEDURE

The following procedure outlines the actions to be taken to provide appropriate support to children who have specific medical conditions including but not limited to asthma, anaphylaxis, diabetes, epilepsy etc. To support the child, families and team members must work collaboratively.

## PARENT/GUARDIANS

Parents/guardians are required to:

- Advise the Nominated Supervisor of their child's medical condition, and truthfully complete all enrolment forms
- Provide the Centre with a Medical Management Plan that has been written by the supervising medical practitioner.
- Work with the Centre to develop a suitable risk minimisation and communication plan for their child before enrolment commences
- Advise Nominated Supervisor of any changes to their child's medical condition and provide updated medical management plan, immediately. The enrolment form will be updated at this time.
- Provide clearly labelled medication, that is in date and prescribed by a medical professional
- On an annual basis, provide the Centre with an updated medical management plan, and
- Provide written consent and instructions if the child is over preschool age and is encouraged to administer their own medication.

## **NOMINATED SUPERVISOR**

The role of the Nominated Supervisor is to:

- Provide the parent with a copy of this procedure. Receiving this procedure will be documented in the risk minimisation plan.
- Meet with the parents and collaboratively write the risk minimisation and communication plan, review the medical management plan and ensure they are up to date and complete including that the medication prescribed is the medication received, prior to commencement of enrolment
- Ensure all documentation and plans are accessible & communicated to team members
- Communicate any changes to team members, students, volunteers
- Ensure team members are appropriately trained in and have:
  - current approved first aid qualification
  - current approved anaphylaxis management training, and
  - current approved emergency asthma management training
  - any additional training required to manage the medical condition
- Work with families to ensure plans are appropriate, and communicate any changes
- Ensure food preparation and team members are aware of children who may have anaphylaxis or dietary requirements, and
- Ensure plans are located & displayed in appropriate locations, e.g., dietary and allergies with the food trolleys or in the kitchen.

## **ALL TEAM MEMBERS**

All team members are required to:

- be aware of each child's requirements and medical management plans
- monitor for signs of the medical condition and inform the Nominated Supervisor
- administer medication in accordance with their training and the child's medical management plan
- provide families with a medication record if medication is administered
- provide immediate attention to children who present with anaphylaxis or other adverse symptoms
- ensure children do not swap or share cutlery, containers or their food
- ensure two staff members are involved in providing the correct food is being given to each child.

## **ANAPHYLAXIS**

If a child is enrolled who has anaphylaxis requirements, team members must:

- Ensure an up to date medical management plan and risk minimisation plan is completed and easily accessible.
- Ensure the family has provided an auto-injection device kit (eg epi-pen) from their medical professional and it is available at all times
- Store the auto-injection device in an easily accessible location (inaccessible to children), that is away from direct heat and all team members are aware of
- Conduct regular checks of the devices expiry date and notify the families if the device is out of date (the manufacturer will only guarantee the effectiveness of the adrenaline auto-injection device to the end of the nominated expiry month)
- Ensure that if the child is removed from the Centre e.g. on excursion, that a copy of the child's medical management plan is taken with them along with the auto-injection device
- In the event a child appears to having an adverse or anaphylactic reaction:
  - Call an ambulance immediately by dialing 000
  - Commence first aid measures

- Contact the parent, or the person to be notified in the event of illness if the parent cannot be contacted.

## ASTHMA

If a child is presenting signs of an asthma attack, team members are required to:

- Follow the child's medical management plan
- Administer the prescribed asthma medication, as outlined in the child's medical management plan or begin first aid, and if required, contact Emergency Services on 000
- Document any asthma attacks
- Notify the family as a priority.

## DIABETES

To support children with diabetes, team members must:

- Follow the child's management plan
- Be trained in measuring blood glucose levels and the administration of insulin/medication
- Keep insulin in locked storage when not in use
- Know how to support the child in the event of a low blood glucose level
- Ensure children eat meals and snacks on time and at additional times if involved in vigorous physical activity for more than 30 minutes
- Provide support and encouragement in a safe and comfortable place when monitoring blood glucose levels and injecting insulin.
- If required, immediately contact Emergency Services on 000

## EPILEPSY

To support children who suffer from epilepsy team members must:

- Follow the child's medical management plan in the event of a seizure
- Record all epileptic seizures
- Ensure a trained and qualified team member will administer prescribed medication when needed according to the medication management plan in accordance with the Centre's 'Administration of Medication procedure'
- Identify and where possible minimise possible seizure triggers as outlined in the child's medical management plan.

## REFERENCES AND RESOURCES

Allergy and Anaphylaxis Australia. (2019). *Schooling and Child Care*. Retrieved April 3, 2019 from <https://allergyfacts.org.au/allergy-management/schooling-childcare>

Asthma Australia. *Children's Asthma in Education and Care Services*. Retrieved April 3, 2019 from <https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKEwjVhsew8bLhAhXQdnOKHbtFA6sQFjABegQIDRAE&url=https%3A%2F%2Fwww.asthmaaustralia.org.au%2FArticleDocuments%2F1077%2FAA-Childrens-Asthma-Ed-Care-0213.pdf.aspx&usg=AOvVaw39asszgXtK2kD5XxB76qA9>

Sample Asthma Care Plan

[https://asthma.org.au/wp-content/uploads/2021/09/AA2022\\_Care-Plan-for-Schools-A4\\_v2\\_editable.pdf](https://asthma.org.au/wp-content/uploads/2021/09/AA2022_Care-Plan-for-Schools-A4_v2_editable.pdf)

Diabetes

[https://www.rch.org.au/kidsinfo/fact\\_sheets/Diabetes\\_/](https://www.rch.org.au/kidsinfo/fact_sheets/Diabetes_/)

Mastering Diabetes in preschools and schools

<https://www.diabetesaustralia.com.au/wp-content/uploads/mastering-diabetes-preschool.pdf>

Epilepsy Action Australia. (2017). *Information for teachers*. Retrieved April 3, 2019 from

<https://www.epilepsy.org.au/about-epilepsy/living-with-epilepsy/information-for-teachers/>

National Health and Medical Research Council. (2013). *Preventing infectious disease in early childhood education and care services, 5<sup>th</sup> Edn*. Retrieved April 3, 2019 from

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

## DOCUMENT CONTROL

| Date Reviewed   | Modifications  |
|-----------------|--|
| June 2019       | Created new policy document and format.  |
| 8 February 2022 | No changes made  |
| 4 April 2023    | Updated references and resources; wording changed to state enrolment form will be updated; re-wording of statement regarding two staff being involved in the serving of the correct meals; |