

# DEALING WITH MEDICAL CONDITIONS

QUALITY AREA 2 | ELAA version 1.2



## PURPOSE

This policy provides guidelines for Denzil Don Kindergarten to ensure:

- clear procedures are in place to support the safety, health, wellbeing and inclusion of all children enrolled at the service
- service practices support the enrolment of children and families with specific health care requirements
- information is provided to staff and volunteers about managing individual children's medical conditions
- requirements for medical management plans are provided by families for the child
- risk-minimisation and communication plan are developed in conjunction with Denzil Don Kindergarten. and families.



## POLICY STATEMENT

### VALUES

Denzil Don Kindergarten is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements. This will be achieved through:

- fulfilling 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 Denzil Don Kindergarten are protected from harm
- informing educators, staff, volunteers, children and families of the importance of adhering to the [Dealing with 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
- ensuring that educators have the skills and expertise necessary to support the inclusion of children with specific health care needs, allergy or relevant conditions.

### SCOPE

This policy applies to the approved provider, persons with management or control, persons in day-to-day charge, early childhood teachers [ECT], educators, staff, students, volunteers, families, children, and others attending the programs and activities of Denzil Don Kindergarten, including offsite excursions and activities.

This policy should be read in conjunction with but limited to the following policies:

- Anaphylaxis and Allergic Reactions
- Asthma Management
- Diabetes
- Epilepsy and Seizures

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
R indicates legislation requirement					
Ensuring families enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies <i>(Regulation 91, 168)</i>	R	√			
Ensuring families provide information on their child’s health, medications, allergies, their registered medical practitioner’s name, address and phone number, emergency contact names and phone numbers <i>(Regulations 162)</i>	R	√		√	
Ensuring families provide a medical management plan (if possible, in consultation their registered medical practitioner), following enrolment and prior to the child commencing at the service <i>(Regulation 90)</i>	R	√		√	
Ensuring a risk minimisation plan <i>(refer to Definitions)</i> is developed in consultation with families to ensure that the risks relating to the child’s specific health care need, allergy or relevant medical condition are assessed and minimised, and that the plan is reviewed at least annually <i>(refer to Attachment 1)</i> <i>(Regulation 90 (iii))</i>	R	√	√	√	
Ensuring a new risk assessment is completed and implemented when circumstances change for the child’s specific medical condition	R	√			
Developing and implementing a communication plan <i>(refer to Definitions)</i> and promoting continuous communication between families and staff regarding the current status of their child’s health care need, allergy or other relevant medical condition, this policy and its implementation <i>(Regulation 90 (c) (iii))</i>	R	√	√	√	
Ensuring a copy of the child’s medical management plan is visible and known to staff in the service. <i>(Regulations 90 (iii)(D))</i> . Prior to displaying the medical management plan, the child’s teacher must explain to families that the plan needs to be displayed for the child’s safety, and obtain their consent to do this <i>(refer to Privacy and Confidentiality Policy)</i>	R	√			
Informing the approved provider of any issues that impact on the implementation of this policy		√	√	√	√
Ensuring all staff are informed where medication is stored and/or any specific dietary restrictions relating to the child’s health care need or medical condition.	R	√	√		√
Ensuring staff are trained in the administration of emergency medication	R	√			

Ensuring families and educational staff understand and acknowledge each other's responsibilities under these guidelines	√	√			
Ensuring staff undertake regular training in managing the specific health care needs of children at the service including asthma, anaphylaxis, diabetes, epilepsy and other medical conditions. This includes training in the management of specific procedures that are required to be carried out for the child's wellbeing and specific medical conditions	√	√	√		
Ensuring that at least one ECT/educator with current approved first aid qualifications ( <i>refer to Definitions</i> ) is in attendance and immediately available at all times that children are being educated and cared for by the service ( <i>Regulation 136(1) (a)</i> ). This can be the same person who has anaphylaxis management training and emergency asthma management training	R	√			
Ensuring all ECT/educators and staff are aware of and follow the risk minimisation procedures for the children, including emergency procedures for using EpiPens.	R	√	√		√
Ensuring that if a child is diagnosed as being at risk of anaphylaxis attends the service, there is a notice advising this displayed in a position visible from the main entrance to inform all visitors to the service ( <i>refer to Anaphylaxis and Allergic Reactions Policy</i> )	R	√	√		
Displaying, with consideration for the children's privacy and confidentiality, their medical management plan and ensure that all educators and staff are aware of and follow the risk minimisation plans for each child	R	√			
Ensuring each child's health is monitored closely and being aware of any symptoms and signs of ill health, with families contacted as changes occur		√	√		√
Administering medications as required, in accordance with the procedures outlined in the <i>Administration of Medication Policy (Regulation 93)</i>	R	R	√		
Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan	√	√	√		
Maintaining communication between staff and families in accordance with the strategies identified in the communication plan ( <i>refer to Attachment 1</i> ), to ensure current information is shared about specific medical conditions within the service.	R	√	√		
Following appropriate reporting procedures set out in the <i>Incident, Injury, Trauma and Illness Policy</i> in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma	R	√	√		√
Ensuring that the Ambulance Victoria How to Call Card ( <i>refer to Sources</i> ) is displayed near all telephones	√	√			
Ensuring children do not swap or share food, drink, food utensils or food containers	√	√	√		√
Ensuring all staff including relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the service's	R	√	√		√

procedures for dealing with emergencies involving allergies and anaphylaxis ( <a href="#">Regulation 90 (iii)(B)</a> )					
Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service	√	√			

## BACKGROUND AND LEGISLATION



### BACKGROUND

An approved service must have a policy for managing medical conditions that includes the practices to be followed:

- in the management of medical conditions
- when parents/carers are required to provide a medical management plan if an enrolled child has a specific health care need, allergy or relevant medical condition
- when developing a risk minimisation plan in consultation with the child's families
- when developing a communication plan for staff members and families.

Staff members and volunteers must be informed about the practices to be followed. If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, families must be provided with a copy of this and other relevant policies.

Medication and medical procedures can only be administered to a child:

- with written authorisation from the parent/carer or a person named in the child's enrolment record as authorised to consent to administration of medication ([Regulation 92\(3\)\(b\)](#))
- with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the administration
- if the medication is in its original container bearing the child's name, dose, and frequency of administration.

Refer to the [Administration of Medication Policy](#) for more information.

- staff may need additional information from a medical practitioner where the child requires:
  - multiple medications simultaneously
  - a specific medical procedure to be followed.

If a child with a chronic illness or medical condition potentially requiring an invasive clinical procedure or support enrolls at the service, it is essential that prior to the child's commencement, arrangements are agreed with the parent/carer, authorised nominees or appropriate health care workers to prepare for the event that the child will require the procedure while attending the service. Families and the service should liaise with either the child's medical practitioner or other appropriate service providers to establish the arrangement. Arrangements must be formalised at enrolment and prior to the child's commencement.

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010: Section 173
- Education and Care Services National Regulations 2011: Regulations 90, 91, 96
- Health Records Act 2001 (Vic)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- National Quality Standard, Quality Area 7: Governance and Leadership
- Occupational Health and Safety Act 2004 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)

- Public Health and Wellbeing Regulations 2009 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms such as Approved provider, Nominated Supervisor etc refer to the Definitions file on the kindergarten website.

**Hygiene:** the principle of maintaining health and the practices put in place to achieve this.

**Medical condition:** in accordance with the Education and Care Services National Regulations 2011, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.

**Medical management plan:** a document prepared and signed by a doctor 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. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.



## SOURCES AND RELATED POLICIES

### SOURCES

- Staying Healthy: Preventing infectious diseases in early childhood education and care services (6th edition, 2024) National Health and Medical Research Council: <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2020: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Ambulance Victoria: How to call card: <https://www.ambulance.vic.gov.au/wp-content/uploads/2019/08/How-To-Call-Card.pdf>
- Dealing with medical conditions in children policy and procedure guidelines - [www.acecqa.gov.au](http://www.acecqa.gov.au)
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### RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Dealing with Infectious Diseases
- Diabetes
- Epilepsy and Seizures
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality
- Supervision of Children



## EVALUATION

To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from all staff, families, children, and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents related to this policy
- ensure all information on display and supplied to families regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to it or its procedures, unless a lesser period is required due to risk ([Regulation 172 \(2\)](#)).



## ATTACHMENTS

- Attachment 1: Risk Assessment and Communication Plan Guideline



## AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 02/05/2025.

**REVIEW DATE:** [DAY]/[MONTH]/[YEAR]

## ATTACHMENT 1. RISK MANAGEMENT AND COMMUNICATION PLAN GUIDELINES

When developing a risk minimisation plan ensure:

- that risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimised
- policies and procedures to ensure parents are notified of any known allergens posing a risk to a child, and strategies for minimising risk, are developed and implemented
- policies and procedures ensuring all staff and volunteers can identify the child, the child's medical management plan, and the locations of the child's medication, are developed and implemented
- policies and procedures ensure the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition, are developed and implemented (when relevant).

When developing a communication plan ensure:

- all staff and volunteers are informed about the *Dealing with Medical Conditions policy*, and the medical management plan, and risk minimisation plan for the child
- all staff working with the child read the Risk Minimisation and Communication Plan, so they understand the triggers, allergens and risk involved
- the child's family know they must communicate any changes to the medical management plan and risk minimisation plan for the child, and explain how they can communicate the changes
- there is a process for communicating to families when a medical management plan has been implemented in response to a child's medical condition
- the medication and incident, injury, illness and trauma records are completed as soon as practicable after a medical management plan has been implemented and medication administered.
- the nominated supervisor is notified when a medical action plan has been implemented
- families provide permission for their child's medical management plan (with photo), allergens, food restrictions, condition triggers, and any other relevant information, to be displayed at the service. Dated handwritten permission should be recorded on the plan as per the *Confidentiality and Privacy Policy*
- all relevant children's medical management plans (with photo), allergens, food restrictions, condition triggers, and any other relevant information, are displayed and visible to all staff and volunteers at the service
- relief ECT/educators and staff are informed of the children who have current medical management plans and shown the location of these plans and medication that has been prescribed for use.

Ensure that all medications prescribed for children with medical management plans are:

- stored in a location that is known and easily accessible to all staff.
- a copy of the medical management plan is with the medication.
- not locked away
- inaccessible to children; and
- away from a direct source of heat.

Ensure all ECT/educators, including relief staff, have knowledge of the regular medications and method of administration for all children with medical management plans. These may include, but is not limited to asthma puffers, spacers, and adrenaline auto injection devices such as EpiPen®

ECT/Educators, regardless of whether they have a child diagnosed at risk of anaphylaxis, are to complete training in the administration of the auto injection device, asthma and CPR every 12 months, and record this in the staff records.

ECT/educators are also required to undertake quarterly practise with an auto injection device trainer, and record this in the staff records. If a child is enrolled with Anaphylaxis at the service, all ECT/educators at the service must undertake quarterly practice with an adrenaline auto injection device.

Display a list of children with medical conditions, including known triggers or allergens, doctor's contact details, and emergency contact details. This list also needs to be included in the Evacuation Backpacks.

Maximise, in consultation with the parents, the health and safety of their child through supervised management of the child's medical condition.

Promptly communicate to families any concerns, should it be considered that a child's medical condition is impacting on his/her ability to participate fully in all activities.

Implement the Protection from Allergen procedures to support children's health and safety.