

# NSK and NCC OSHC Medical Condition Management Policy

<b>Purpose:</b>	The purpose of this policy is help provide a safe and healthy environment at Next Steps Kindy and Northside Christian College Outside School Hours Care by appropriately managing the medical condition/s of any child at the service	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> NSK Medical Conditions Policy, NSK Administration of Authorised Medication Policy and NCC Medication Policy
<b>Authorised by:</b>	NSK and NCC OSHC Board	<b>Date of Authorisation:</b> 13 Jun 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u><i>Education and Care Services National Law Act 2010</i></u></li> <li>• <u><i>Education and Care Services National Regulations 2011</i></u>: Regulations 90, 91, 162, 168(2)(d), 170, 171, 172, 173, 181, 183, 184</li> <li>• <u><i>National Quality Standard</i></u>: Quality Area 2.1.1</li> <li>• <u>Australian Privacy Principles</u></li> <li>• <u><i>Anti-Discrimination Act 1991 (Qld)</i></u></li> <li>• <u><i>Australian Human Rights Commission Act 1986 (Cth)</i></u></li> <li>• <u><i>Disability Discrimination Act 1992 (Cth)</i></u></li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 2020
<b>Policy Owner:</b>	Emma Thomas and Rachel Moore	

## **Policy Statement**

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to the health and safety of children attending the service. The service will provide appropriate support to ensure that children have access to a reasonable standard of care for their health needs whilst attending the service.

In accordance with the *Education and Care Services National Regulations 2011* and the state and federal anti-discrimination legislation, Next Steps Kindy and Northside Christian College Outside School Hours Care recognises that an education and care program must be delivered to all children that is designed to take into account the individual differences of each child. Next Steps Kindy and Northside Christian College Outside School Hours Care will provide a fair and safe education and care environment on the same basis, where all children have equal opportunities to realise their individual potential. All aspects of the service's operation will be considered in relation to each child's inclusion in the program and to ensure that their safety, health and wellbeing are protected at all times.

In accordance with the *Education and Care Services National Regulations 2011*, and taking into account the *Australian Privacy Principles*, the service will:

1. Require medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, to be managed in accordance with this Policy and the Next Steps Kindy and Northside Christian College Outside School Hours Care Medical Condition Management Procedure;
2. Ensure that the following plans are developed for each medical condition diagnosed for each child at the service, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis:
  - a. a medical management plan; and
  - b. a risk management plan; and
  - c. a communication plan;
3. Ensure that parents provide any medication that the service may be required to administer to a child, in accordance with the child's medical management plan and Next Steps Kindy and Northside Christian College Outside School Hours Care Administration of Medication Policy;
4. Ensure that all employees at the service are aware of and educated on the practices in relation to managing those medical conditions;
5. Ensure that a copy of this Policy is provided to the parent of a child enrolled at the service if the service is aware that the child has a specific health care need, allergy or other relevant medication condition; and
6. If applicable, ensure that a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service is displayed and positioned so that it is clearly visible to anyone from the main entrance of the service premises.

## **Medical management plan requirements**

For each medical condition diagnosed for each child at the service, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, Next Steps Kindy and Northside Christian College Outside School Hours Care requires:

1. A parent of the child to provide a medical management plan for the child;

2. The medical management plan to be prepared in consultation with the child's medical practitioner, with the advice from the medical practitioner documented in the plan; and
3. The medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

The plan should include the following:

1. Details of the specific health care need, allergy or relevant medical condition, including the severity of the condition;
2. Any current medication prescribed for the child;
3. The response required from the service in relation to the emergence of symptoms;
4. Any medication required to be administered in an emergency;
5. The response required if the child does not respond to initial treatment; and
6. When to call an ambulance for assistance.

For each medical condition diagnosed for each child at the service, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, Next Steps Kindy and Northside Christian College Outside School Hours Care requires the development of a risk minimisation plan in consultation with the parents of the child, as follows:

1. To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised;
2. If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented;
3. If relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented;
4. To ensure that practices and procedures ensuring that all employees can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
5. If relevant, to ensure that practices and procedures ensuring that 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, see the Next Steps Kindy and Northside Christian College Outside School Hours Care Administration of Medication Policy.

### **Communication plan requirements**

For each medical condition diagnosed for each child at the service, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, Next Steps Kindy and Northside Christian College Outside School Hours Care requires the development of a communications plan in consultation with the parents of the child to ensure that:

1. Relevant employees are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child; and
2. A child's parent are aware of how and when to communicate any changes to the medical management plan and risk minimisation plan for the child.

### **Definitions**

Definitions relevant to this policy include:

**Communication plan:** a plan that describes how parents and employees will be informed about risk minimisation plans and emergency procedures to be followed when a child who is diagnosed at risk of any medical condition is enrolled at the service

**Diagnosed as at risk of anaphylaxis:** in relation to a child, means a child who has been diagnosed by a registered medical practitioner as at risk of anaphylaxis

**Medical condition:** a condition that has been diagnosed by a registered medical practitioner. In accordance with *Education and Care Services National Regulations 2011*, the term medical condition specifically includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis

**Medical management plan:** a document that has been prepared and signed by a doctor that described the 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

**Registered medical practitioner:** means a person registered under the *Health Practitioner Regulation National Law* to practise in the medical profession (other than as a student)

**Risk minimisation:** the implementation of a range of strategies to reduce the risk of an adverse effect from the mismanagement of a specific medication condition at the service

**Risk minimisation plan:** a plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by employees in consultation with the families of children with specific medical conditions that require medical management plans, upon enrolment or diagnosis of the condition

## Responsibilities

### Next Steps Kindy and Northside Christian College Outside School Hours Care

Next Steps Kindy and Northside Christian College Outside School Hours Care has the following role and responsibilities:

- Ensure that the commitments in this Policy Statement are adhered to, particularly with regard to ensuring that appropriate medical management, risk minimisation and communications plans are developed and appropriately implemented at the service;
- Request that up to date medical management, risk minimisation and communications plans are provided by families whenever new medical information is received or the child's medical status changes, or at least annually;
- Ensure that all employees are aware of and educated on the practices in relation to the medical management, risk minimisation and communication plans;
- Ensure that an appropriate number of employees are trained in first aid, anaphylaxis management and emergency asthma management, in accordance with the Next Steps Kindy and Northside Christian College Outside School Hours Care First Aid Policy;
- Review all enrolment applications to ensure that relevant children with medical conditions are identified, in line with the Next Steps Kindy and Northside Christian College Outside School Hours Care Enrolment and Orientation Policy;

- Keep appropriate medical information on children's enrolment records, in line with the NSK and NCC OSHC Enrolment and Orientation Policy;
- Provide a copy of this Policy to a parent of a child enrolled at the service upon becoming aware that the child has a specific health care need, allergy or other relevant medication condition;
- If applicable, ensure that an appropriate notice regarding a child diagnosed at risk of anaphylaxis is displayed at the entrance to the service; and
- Implement inclusive planning and practice to take into account the individual differences of each child.

### **Employees**

Employees of Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC Medical Condition Management Policy and the NSK and NCC OSHC Procedure; and
- Act in accordance with children's medical management, risk minimisation and communication plans.

### **Families**

Families of Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSCH Medical Condition Management Policy and the NSK and NCC OSCH Procedure;
- Ensure that enrolment applications are accurately completed so that NSK and NCC OSCH are informed of their child's medical condition;
- Provide NSK and NCC OSCH with any updated information or changes to their child's medical condition as soon as reasonably practicable, or when requested by the service;
- Provide NSK and NCC OSCH with any medication the service may be required to administer to the child, in accordance with the child's medical management plan and the NSK and NCC OSCH Administration of Medication Policy
- Work with NSK and NCC OSCH to develop medical management, risk minimisation and communication plans; and
- Act in accordance with their child's medical management, risk minimisation and communication plans.

### **Implementation**

In practice, NSK and NCC OSCH's commitment to managing medical conditions of children at the service means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of medical condition management, including the development and implementation of this Policy, the related Procedures and any medical condition management, risk management and communication plans;

- Training – provide employees with access to appropriate training in first aid, anaphylaxis management and emergency asthma management; and
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on medical condition management within the service in line with the service’s Incident, Injury and Trauma, Illness, Administration of Medication, First Aid, Privacy and Record Retention Policies.

### **Compliance and Monitoring**

In line with the *Education and Care Service National Regulations 2011*, NSK and NCC OSHC will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service’s provision of education and care to any child enrolled at the service or the family’s ability to utilise the service.