



## Medical Conditions Policy & Procedure

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### Statement

The Service and all educators to effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the Service to ensure the safety and wellbeing of children, staff and visitors.

### Background

The *Education and Care Services National Regulations (2011)* and *Education and Early Childhood Service (Registration and Standards) Act 2011* require approved providers to ensure their services have policies and procedures in place around medical conditions.

In the National Quality Framework Element 2.1.2 focuses on medical conditions.

### Legislative Requirements

Section/regulation	Description
Schedule 1, Clause 51(1)(b)	Conditions on service approval (educational and developmental needs of children)
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents

NQF	Description
Element 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented

### Procedure

The Service will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The Service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy is available to all educators and volunteers at the Service. The policy will also be made available to parents of children enrolled at the Service especially those whose child has been identified as having a specific health care need or allergy. Educators are also responsible for raising any concerns with a child's parents about any medical condition/suspected medical condition or known allergens that pose a risk to the child.

No 'identified at risk' child (see list of conditions in this policy) enrolled at the Service will be able to attend the Service without medication prescribed by their medical practitioner. In particular, no child who has been prescribed an adrenaline auto-injection device, insulin injection device or asthma inhaler is permitted to attend the Service or its programs without the device.

Families are required to provide information about their child's health care needs, allergies, medical conditions and medication on the Enrolment Form, and on separate forms signed by a medical practitioner, and are responsible for updating the Service about these things, including; any new medication, ceasing of medication, or changes to their child's prescription.

All educators and volunteers at the Service must follow a child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

Our Service will implement the following communication plan to ensure that parents are reminded to advise of any changes which will impact the Medical Management Plan and Risk Minimisation Plan:

### **Information that must be provided in Enrolment Record**

The Service's Enrolment Form provides an opportunity for parents to help the Service effectively meet their child's needs relating to any medical condition.

The enrolment record will include details of any:

- specific health care needs or medical conditions of the child, including asthma, diabetes, allergies, and whether the child has been diagnosed at risk of anaphylaxis.
- any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should:
  - have supporting documentation if appropriate
  - include a photo of the child
  - if relevant, state what triggers the allergy or medical condition
  - first aid needed
  - contact details of the doctor who signed the plan
  - state when the Plan should be reviewed.

Copies of the plan should be kept with the child's medication and accompany them on any excursions.

Where there is a Medical Management Plan, a risk minimisation plan must be developed and informed from the child's Medical Management Plan.

Note parents are responsible for updating their child's Medical Management Plan/providing a new Plan as necessary and will be regularly reminded by the Service as per the Communication Plan.

Any new information will be kept on file at the Service. Educators will ensure information that is displayed about a child's medical conditions is updated.

### **Identifying Children with Medical Conditions**

Any information relating to a child's medical conditions will be shared with relevant educators, volunteers and the Nominated Supervisor at the Service. Educators will be briefed by the Nominated Supervisor on the specific health needs of each child.

Our Service will implement the following plan to ensure that relevant educators, staff and volunteers are:

- informed about the Medical Conditions Policy

- easily able to identify a child with medical conditions
- are aware of the requirements of any medical management plans and risk minimisation plans
- aware of the location of each child's medication
- updated on the child's treatment along with any regulatory changes that may affect practices for specific medical conditions.

Our Service will display information about a child's medical management plan, risk minimisation plan, and the location of each child's medication in an area near a telephone that is visible and easily accessed by all educators to ensure all procedures are followed. We will seek a signature on a form from parents/carers for permission to display.

Where a child has been diagnosed at risk of anaphylaxis, a notice stating this must be displayed at the Service.

### **Medical Conditions Risk Minimisation Plan**

Using a child's Medical Management Plan, our Service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents and medical professionals which will ensure that:

- any risks are assessed and minimised
- if relevant, practices and procedures for the safe handling of food, preparation, consumption and service of food for the child are developed and implemented (note we will follow all health, hygiene and safe food policies and procedures)
- all parents are notified of any known allergens that pose a risk to a child and how these risks will be minimised
- a child does not attend the service without medication prescribed by their medical practitioner in relation to their specific medical condition.

Our Service will provide support and information to all parents and other members of our community about resources and support for managing allergies, anaphylaxis asthma and diabetes.

Our Service will routinely review each child's medication to ensure it hasn't expired.

### **Medical Conditions Risk Minimisation Plan: Anaphylaxis/Allergy Management**

While not common, anaphylaxis is life threatening. Anaphylaxis is a severe allergic reaction to a substance. While prior exposure to allergens is needed for the development of true anaphylaxis, severe allergic reactions can occur when no documented history exists. We are aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.

Anaphylaxis is usually caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts and in children eggs and cow's milk. While developing the Medical Conditions Risk Minimisation Plan and to minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, our Service will:

- not allow children to trade food, utensils or food containers.
- prepare food in line with a child's medical management plan and family recommendations.

- use non-food rewards with children, for example, stickers for appropriate behaviour.
- request families to label all bottles, drinks and lunchboxes etc with their child's name.
- consider whether it's necessary to change or restrict the use of food products in craft, science experiments and cooking classes so children with allergies can participate.
- instruct educators on the need to prevent cross contamination.
- request all parents not to send food with their children
- where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, the Service will have a "allergy-awareness policy" for that food e.g. an "Allergy-Aware (Nut) Policy".
  - Educators must wash hands and mouths after eating anything containing nuts
  - The Service will not use/cook any product/food that has nuts as an ingredient. If product contains 'traces of nuts', the kitchen manager will liaise with families to determine whether a child may have product or not.
- be aware that a child may have a number of food allergies or there may be a number of children with different food allergies, and it may not be possible to have an allergy free policy for all those foods involved. Nut allergy is the most likely to cause severe reaction and will take precedence.
- if appropriate, seat a child with allergies at a different table if food is being served that he/she is allergic to. This will always be done in a sensitive manner so that the child does not feel excluded. If a child is very young, the family may be asked to provide their own high chair to further minimise the risk of cross infection.
- hold non-allergic babies when they drink formula/milk if there is a child diagnosed at risk of anaphylaxis from a milk allergy.
- instruct food preparation staff and volunteers about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food, such as careful cleaning of food preparation areas and utensils.
- closely supervise all children at meal and snack times and ensure food is eaten in specified areas. To minimise risk children will not be permitted to 'wander around' the Service with food.
- consult risk minimisation plans when making food purchases and planning menus.

Allergic reactions and anaphylaxis are also commonly caused by:

- all types of animals, insects, spiders and reptiles.
- all drugs and medications, especially antibiotics and vaccines.
- many homeopathic, naturopathic and vitamin preparations.
- many species of plants, especially those with thorns and stings.
- latex and rubber products.
- Band-Aids, Elastoplast and products containing rubber-based adhesives.

Our Service will ensure that body lotions, shampoos and creams used on allergic children are approved by their parent and come with a prescription label.

Risk minimisation practices will be carried out to ensure that the Service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction. These practices will be documented and reflected upon, and potential risks reduced if possible.

The Service will display an Australasian Society of Clinical Immunology and Allergy inc (ASCIA) generic poster called Action Plan for Anaphylaxis in a key location at the Service, for example, in the children's room, the staff room or near the medication cabinet.

Our Service will ensure that the auto-injection device kit is stored in a location that is known to all staff, including casual educators, easily accessible to adults (not locked away), inaccessible to children, and away from direct sources of heat.

Educators should be on the lookout for symptoms of an allergic reaction as they need to act rapidly if they do occur. If a child is displaying symptoms of an anaphylactic reaction our Service will:

- call an ambulance immediately by dialling 000
- all educators are first aid trained educator/educator with approved anaphylaxis management training provides and are able to provide appropriate first aid which may include the injection of an auto immune device EpiPen® in line with the steps outlined by the Australian Society of Clinical Immunology and Allergy and CPR if the child stops breathing.
- contact the parent/guardian or the person to be notified in the event of illness if the parent/guardian cannot be contacted.

### **Medical Conditions Risk Minimisation Plan: Asthma Management**

Asthma is a chronic lung disease that inflames and narrows the airways. While developing the Medical Conditions Risk Minimisation Plan our Service will implement procedures where possible to minimise the exposure of susceptible children to the common triggers which can cause an asthma attack. These triggers include:

- dust and pollution
- inhaled allergens, for example mould, pollen, pet hair
- changes in temperature and weather, heating and air conditioning
- emotional changes including laughing and stress
- activity and exercise

Risk minimisation practices will be carried out to ensure that the Service is to the best of our ability providing an environment that will not trigger an asthmatic reaction. These practices will be documented and reflected upon, and potential risks reduced if possible.

The Service will display an Asthma chart in a key location at the service, for example, in the children's room, the staff room or near the medication cabinet.

An asthma attack can become life threatening if not treated properly. If a child is displaying asthma symptoms, our Service will:

- all educators are first aid trained with approved asthma management training and can immediately attend to the child. If the procedures outlined in the child's medical management plan do not alleviate the asthma symptoms, or the child does not have a medical management plan, the educator will provide appropriate first aid, which may include the steps outlined by Asthma Australia as follows:
  1. Sit the child upright
    - Stay with the child and be calm and reassuring

2. Give 4 puffs of blue reliever puffer medication
  - Use a spacer if there is one
  - Shake puffer
  - Put 1 puff into spacer
  - Take 4 breaths from spacer
  - Repeat until 4 puffs have been takenShake, 1 puff, 4 breaths
3. Wait 4 minutes
  - If there is no improvement, give 4 more puffs as above
4. If there is still no improvement call emergency assistance 000
  - Keep giving 4 puffs every 4 minutes until emergency assistance arrives

- contact the child's parent or authorised contact where the parent cannot be reached
- record any Asthma incident on appropriate form and file with all other incident forms

The Service will ensure that an Emergency Asthma First Aid Kit is stored in a location that is known to all staff, including casual educators, easily accessible to adults (not locked away), inaccessible to children, and at room temperature in dry areas. An Emergency Asthma First Aid kit should contain:

- Blue or grey reliever puffer
- At least 2 spacer devices that are compatible with the puffer
- At least 2 face masks compatible with the spacer for use by children under 5

Spacers and masks can only be used by one person. That person can re-use the spacer or mask, but it cannot be used by anyone else. We will ensure the child's name is written on the spacer and mask when it is used.

### **Medical Conditions Risk Minimisation Plan: Diabetes**

Diabetes is a chronic condition where the levels of glucose (sugar) in the blood are too high. Glucose levels are normally regulated by the hormone insulin.

The most common form of diabetes in children is type 1. The body's immune system attacks the insulin producing cells, so insulin can no longer be made. People with type 1 diabetes need to have insulin daily and test their blood glucose several times a day, follow a healthy eating plan and participate in regular physical activity.

Type 2 diabetes is managed by regular physical activity and healthy eating. Over time type 2 diabetics may also require insulin.

While developing the Medical Conditions Risk Minimisation Plan our Service will implement procedures where possible to ensure children with diabetes do not suffer any adverse effects from their condition while at the Service. These include ensuring they do not suffer from hypoglycaemia (have a "hypo") which occurs when blood sugar levels are too low. Things that can cause a "hypo" include:

- A delayed or missed meal, or a meal with too little carbohydrate
- Extra strenuous or unplanned physical activity
- Too much insulin or medication for diabetes
- Vomiting

Children with Type 1 diabetes may also need to limit their intake of sweet foods. Our Service will ensure information about the child's diet including the types and amounts of appropriate foods is part of the child's Medical Management Plan and that this is used to develop the Risk Minimisation Plan.

Our Service will ensure our first aid trained educators are trained in the use of the insulin injection device (syringes, pens, pumps) used by children at our Service with diabetes.

If a child is displaying symptoms of a "hypo" our Service will:

- ensure a first aid trained educator provides immediate first aid which will be outlined in the child's medical management plan and may include giving the child some quick acting and easily consumed carbohydrate.
- call an ambulance by dialling 000 if the child does not respond to the first aid and CPR if the child stops breathing.
- contact the parent/guardian or the person to be notified in the event of illness if the parent/guardian cannot be contacted.

#### **Medical Conditions Risk Minimisation Plan: HIV/AIDS**

It is the Nominated Supervisor's responsibility to educate and inform staff and parents about HIV/AIDS. One of the main problems surrounding HIV/AIDS is a lack of understanding which leads to an unfounded fear to the virus.

The following provides basic information on HIV/AIDS -

- AIDS is a medical condition which can damage a bodies' immune system.
- It is caused by a virus which is transmitted through the exchange of bodily fluid and is primarily passed on through sexual contact.
- The AIDS virus can be transmitted through blood products. However, the risk of contracting AIDS from a blood transfusion is minimal and said to be about one in 1,000,000.
- There is no evidence of the spread of the virus to children through other means at this time.

The confidentiality of medical information must be adhered to regarding an infected child. Any information disclosed to the Nominated Supervisor regarding a child from family members must not be passed on to any other staff member unless the child's caregivers provide written authorisation.

Children with the HIV virus will be accepted into the Service.

Educators will carry out routine hygiene precautions to Australian standards at all times to prevent the spread of any infections following the service's relevant policies and procedures.

Educators will exercise care regarding the exposure of bodily fluids and blood and the Service's hygiene practices will be used to prevent the spread of infection. Similarly, if the need arises to perform CPR on a child infected with HIV a disposable mouth to mouth mask will be used.

Children who are infected with HIV will be assessed by their Doctor before they are excluded from the Service. Children who have abrasions or open wounds will cover them while at the Service. If these abrasions cannot be covered for any reason unfortunately the child will have to be excluded from the Service until the wound has healed or can be covered.

Educators who have been infected by HIV are not obliged to inform their employer but are expected to act in a safe and responsible manner always to minimise the risk of infection.

### **Educator Training and Qualifications**

It is our policy that all educators at the Service:

- holds a current approved first aid qualification
- has undertaken current approved anaphylaxis management training and
- has undertaken current approved emergency asthma management training.

### **Other Sources**

Asthma Australia

Australasian Society of Clinical Immunology and Allergy

Australian Diabetes Council

AIDS Council of SA

### **Links to other policies**

Confidentiality policy

Administration of authorised medication policy

Incident injury trauma and illness policy

### **Ongoing training**

First Aid

### **Review**

This policy will be reviewed every two years

**Last reviewed: May 2024**

**Date for next review: May 2026**