MEDICAL CONDITIONS POLICY

To support children's well-being and manage specific healthcare needs, allergies, or relevant medical conditions, our Service will work in accordance with the Education and Care Services National Regulations to ensure health-related policies and procedures are implemented. We aim to take every reasonable precaution to protect children's health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency should it arise.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S.172	Failure to display prescribed information
S. 174	Offence to fail to notify certain circumstances to Regulatory Authority
12	Meaning of a serious incident
85	Incident, injury, trauma, and illness policies and procedures
86	Notification to parent of incident, injury, trauma, or illness
87	Incident, injury, trauma, and illness record
89	First Aid Kits
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan

91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement—anaphylaxis or asthma emergency
95	Procedure for administration of medication
136	First Aid qualifications
162(c) and (d)	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
174	Time to notify certain circumstances to Regulatory Authority
175	Prescribed information to be notified to Regulatory Authority

ADVENTIST IDENTITY EARLY CHILDHOOD STANDARDS		
2.3	Promote and support children to honour Jesus by taking care of their health, safety, and wellbeing	Support children's faith development in a holistic, respectful, safe, and healthy environment.
		Teach children that they are created by God as unique and valued individuals and help them recognise and practice safe and healthy behaviours.
		Share with children that Jesus loves them and will always be with them.
		Nurture children's well-being and support personal care routines.

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Asthma Management Policy Anaphylaxis Management Policy Celebrations Policy Child Safe Environment Policy Dealing with Infectious Diseases Policy Diabetes Management Policy Emergency Evacuation Policy Enrolment Policy Epilepsy Management Policy	Excursion/ Incursion Policy Family Communication Policy Health and Safety Policy Incident, Injury, Trauma, and Illness Policy Nutrition Food Safety Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Supervision Policy Work Health and Safety Policy

PURPOSE

The *Education and Care Services National Regulations* require approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage the medical conditions, health care needs, or allergies of children and staff, ensuring the safety and well-being of all children, staff, families, and visitors at our Service.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers, and visitors of the Service.

DUTY OF CARE

Our Service has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the service are met. This includes our responsibility to provide:

a. a safe environment for children free of foreseeable harm, *and*
b. adequate supervision of children at all times.

IMPLEMENTATION

We will involve all educators, families, and children in regular discussions about medical conditions and general health and well-being throughout our curriculum. Our Service is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies, or relevant medical conditions, including having families provide written permission to display the child's medical management plan in prominent positions within the Service.

Several concerns must be considered when a child with a diagnosed healthcare need, allergy, or medical condition is enrolled in the Service. Key procedures and strategies must be in place prior to the child commencing at the Service to ensure their health, safety, and well-being.

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 healthcare need, allergy, or medical condition.

The Approved Provider/ Nominated Supervisor/ Management will ensure:

- ensure obligations under the Education and Care Services National Law and National Regulations are met
- all staff, educators, students, visitors, and volunteers know of and adhere to this policy and relevant health management policies (Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy

- all enrolment forms are reviewed to identify any specific health care needs, allergies, or medical conditions
- existing enrolment forms are reviewed annually, and parents are contacted to confirm if the existing diagnosed health care need, allergy, or relevant medical condition still applies and whether any new needs have been diagnosed
- parents/guardians are provided with a copy of the Service's *Medical Conditions Policy* and any other relevant medical conditions policy via email, and a copy of this email will be saved in the child's enrolment record
- a child is not enrolled at, nor will attend the Service, without a medical management plan and prescribed medication by their medical practitioner. Medication for life-threatening conditions such as asthma, anaphylaxis, or diabetes must be provided at the service each day (e.g., asthma inhalers, adrenaline auto-injection devices, or insulin)
- all medication provided to the Service, including over-the-counter medication that forms part of the child's medical management plan, must be clearly labelled with the child's name and prescribed dosage
- educators, staff, and volunteers have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy*)
- educators, staff, and volunteers have a clear understanding of children's individual healthcare needs, allergies, or relevant medical conditions that may be ongoing or acute/short-term in nature
- new staff members are provided with induction and ongoing training to assist managers, educators, and other staff effectively, and children with medical management plans are identified
- all aspects of the operation of the Service must be considered to ensure the inclusion of each child into the program
- **a communication plan** is developed in collaboration with the Nominated Supervisor/Responsible Person and educators to ensure communication between families and educators is ongoing and effective
- communication regarding children's health requirements is delivered to families in a culturally sensitive and respectful manner
- staff are provided with annual ASCIA anaphylaxis e-training to provide consistent and evidence-based approaches to prevention, recognition, and emergency treatment of anaphylaxis [this is not mandated-best practice]

- at least one staff member or nominated supervisor is in attendance at all times and is available immediately in an emergency with a current accredited first aid qualification, emergency asthma management, and emergency anaphylaxis management training (as approved by ACECQA)
- educators and staff have a clear understanding of their role and responsibilities when caring for children with a diagnosed health care need, allergy, or relevant medical condition
- families provide required information on their child's health care needs, allergies, or relevant medical conditions, including:
  - medication requirements
  - allergies
  - medical practitioner contact details
  - medical management plan
- a **medical management plan** has been developed in consultation with parents and the child's medical practitioner and provided to the service and/or
  - an individual asthma or anaphylaxis action plan is developed in consultation with parents and the child's medical practitioner, e.g., (ASCIA) or National Asthma Council of Australia
  - an individual diabetes management plan is developed in consultation with parents and the child's medical practitioner
- a **risk minimisation plan** and communication plan will be developed by the Service in consultation with parents and staff prior to the child commencing at the service
- educators and staff will be informed immediately about any changes to a child's medical management plan and risk minimisation plan
- to record any prescribed health information and retain copies of a medical management plan, anaphylaxis management plan, asthma management plan, and risk minimisation plan in the child's enrolment folder
- educators have access to emergency contact information for the child
- casual staff are informed of children and staff members who have specific medical conditions, food allergies, the type of condition or allergies they have, and the Service's procedures for dealing with emergencies involving allergies and anaphylaxis
- a copy of the child's medical management plan is visibly displayed (in an area not generally available to families and visitors) but known to all staff and volunteers in the Service, with authorisation to display obtained from the parent/guardian
- risk minimisation plans and communication plans for individual children are accessible to all staff
- procedures are always adhered to regarding the storage and administration of medication as per the *Administration of Medication Policy* and *Procedure*

- educators are informed of specific medication requirements for children with medical management plans, including where medication is stored and/or any specific dietary requirements
- administration of medication records is accurately completed and signed by the educator and witness
- copies of children's medical management plans and medication are taken on any excursion or emergency evacuation from the Service
- a notice is displayed prominently at the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and providing details of the allergen/s (Reg. 173)
- information regarding the health and well-being of a child or staff member is not shared with others unless consent is provided in writing, or the disclosure is required or authorised by law under QLD legislation. See the *Child Protection Policy* for further information regarding legal obligations regarding the sharing of information.

Following an Incident:

- in the event of a high-risk scenario where a child suffers from an allergic reaction, incident, situation, or event related to a medical condition, the Service and staff will follow the child's emergency medical management plan as per Reg. 90(1)(c)(ii)
- the first aid responder will commence first aid measures immediately as per the child's medical management plan, *Incident, Injury, Trauma and Illness policy and procedures, and Administration of First Aid Policy* and *Procedures*
- urgent medical attention from a registered medical practitioner is contacted if required
- an ambulance is called by dialling 000 if the child does not respond to initial treatment
- the nominated supervisor or responsible person will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible
- the nominated supervisor will ensure the *Incident, Injury, Trauma, and Illness Record* is completed in its entirety
- the approved provider/nominated supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident (Reg. 12)
- the approved provider/nominated supervisor will conduct a review of practices following a medical emergency at the Service, including an assessment of areas for improvement.

Management of Asthma, Anaphylaxis, and Diabetes

For managing Asthma, Anaphylaxis, and Diabetes, see individual Service policies and procedures which include procedures to follow on the administration of medication following an anaphylaxis or asthma emergency. (Reg.94)

Food handlers will ensure the following:

- to keep up to date with professional training to help manage food allergies in ECEC services
- practices and procedures are in place and adhered to concerning safe food handling, preparation, and consumption of food
- any changes to children's medical management plans or risk minimisation plans are implemented immediately.

Educators will:

- follow this policy and the associated medical policies and procedures
- inform the approved provider/nominated supervisor of communication from families that may impact changes and updates to the individual medical management plan
- notify the approved provider or nominated supervisor of any issues implementing this policy or procedure
- ensure medication is stored and administered in accordance with the *Administration of Medication Policy* and *Procedure,* including ensuring 2 educators are present during the administration of medication
- always follow medical management plans, including in the event of a medical emergency
- closely monitor children and ensure any symptoms or signs of illness are responded to immediately, including notifying families as soon as possible
- participate in the review of risk assessments and implement changes as required
- ensure medication and medical management plans are taken on all excursions and during emergency evacuations
- maintain current accredited first aid qualification, emergency asthma management, and emergency anaphylaxis management training (as required)
- undertake specific training as required for individual medical conditions.

Families will ensure:

- they provide management with accurate information about their child's health needs, allergies, medical conditions, and medication requirements on the enrolment form during the enrolment process

- the Service enrolment form is completed in its entirety, providing specific details about the child's medical condition
- they acknowledge they have received/or are provided access to the Service's *Medical Conditions Policy* and *Administration of Medication Policy* at the time of enrolment
- they provide the Service with a medical management plan prior to the enrolment of their child and/or
  - an individual Asthma or Anaphylaxis Action Plan
  - an individual Diabetes Management Plan
- they consult with management to develop a risk minimisation plan and communication plan
- they notify the Service if any changes are to occur to the medical management plan or risk minimisation plan through the *Notification of Changed Medical Status* form, email, communication plan, and/or meetings with the nominated supervisor
- they provide adequate supplies of the required medication and medical authorisation on the *Administration of Medication Record*
- they provide any updated information relating to the nature of, or management of their child's diagnosed medical condition, and associated health care provided by a medical practitioner
- they provide written authorisation for their child's medical management plan to be displayed in the Service.

MEDICAL MANAGEMENT PLAN

Any medical management plan provided by a child's parents and/or registered medical practitioner should include the following:

- specific details of the diagnosed health care need, allergy, or relevant medication condition
- supporting documentation (if required)
- a recent photo of the child
- current medication and dosage prescribed for the child
- if relevant, state what triggers the allergy or medical condition
- first aid/emergency response that may be required from the Service
- any medication that may be required to be administered in case of an emergency
- further treatment or response if the child does not respond to the initial treatment
- when to contact an ambulance for assistance
- contact details of the medical practitioner who signed the plan
- the date of when the plan should be reviewed

- a copy of the medical management plan will be displayed in areas for educators and staff to view easily, but it is harder for the public to view to ensure the privacy, safety, and well-being of the child
- the Service must ensure the medical management plan always remains current
- educators and staff are updated immediately about any changes to a child's medical management plan.

RISK MINIMISATION PLAN

All children with a diagnosed health care need, allergy, or relevant medical condition must have a risk minimisation plan in place. (Regulation 90(1)(c)).

The Approved Provider/Nominated Supervisor will arrange a meeting with the parents/guardians as soon as the Service has been advised of the diagnosed health care need, allergy, or medical condition. During this meeting, a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- that the risks relating to the child's specific health care needs, allergy, or medical condition are assessed and minimised
- practices and procedures concerning the safe handling, preparation, serving, and consumption of food are developed and implemented
- that the parents/families are notified of any known allergens that pose a risk to a child, and strategies for minimising the risk are developed and implemented
- practices are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan, and the location of the child's medication
- 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 need, allergy, or medical condition
- risk minimisation plan(s) are reviewed at least annually and/or revised with each change in the medical management plan in conjunction with parents/guardians
- all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators
- parents are notified by educators in advance of any special activities taking place, such as celebrations, sporting events, or excursions, so plans of safe inclusion can be developed
- appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Dealing with Infectious Diseases Policy*.

COMMUNICATION PLAN

The communication plan explains how relevant staff members, students, and volunteers are informed about the medical management and risk management plans, and how the parent of the child can communicate any changes to the diagnosed health care needs, allergy, or medical condition.

A communication plan will be created after the meeting with the parents/guardians to ensure:

- all relevant staff members, students, and volunteers are informed about the *Medical Conditions Policy*, the medical management plan, and the risk minimisation plan for the child
- an individual child communication document is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing.

Parents are required to notify the Service if any changes are to occur to the medical management plan or risk minimisation plan through the *Notification of Changed Medical Status* form, email, communication plan, and/or meetings with the nominated supervisor.

At all times, families who have a child attending the Service who have a diagnosed healthcare need, allergy, or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans.

RESOURCES

ASCIA anaphylaxis e-training for schools and early childhood education/care
ASCIA plans for Anaphylaxis
Coeliac Australia
Cystic Fibrosis Australia
Diabetes Australia
Epilepsy Foundation
National Asthma Australia

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Medical Conditions Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

RELATED RESOURCES

Administration of Medication Procedure Administration of Medication Form Authorisation to Display Medical	Medication Update Letter to Parents Medical Conditions Register Medical Management Plan

Medical Conditions Management Plan Managing a Medical Condition Procedure Medical Communication Plan	Medical Risk Minimisation Plan Notification of Changed Medical Status

SOURCE

Australian Children's Education & Care Quality Authority. (2025). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority (ACECQA). 2021. Policy and Procedure Guidelines. *Dealing with Medicals in Children Policy Guidelines.*
Australian society of clinical immunology and allergy. ASCIA.
https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023).
Federal Register of Legislation *Privacy Act 1988.*
National Health and Medical Research Council. (2024). *Staying Healthy: preventing infectious diseases in early childhood education and care services* (6th Ed.). NHMRC. Canberra.
Occupational Health and Safety Act 2004.
Western Australian Legislation Education and Care Services National Law (WA) Act 2012
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012

REVIEW

POLICY REVIEWED BY	KAREN PETRIE	PROJECT OFFICER – EARLY CHILDHOOD	JUNE 2025
POLICY REVIEWED	JUNE 2025	NEXT REVIEW DATE	JUNE 2026
VERSION NUMBER	V14.06.25		
MODIFICATIONS	• annual policy maintenance • added review of practices following any medical emergency at the Service • added section- Educators will • sources checked for currency and updated as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
JUNE 2024	• annual policy maintenance • added reference to other key policies for managing asthma, anaphylaxis, and diabetes within Service • method for families to notify Service of changes to child's medical management plan added • minor changes within policy as best practice		JUNE 2025

	• updated Childcare Centre Desktop Resources to support implementation of this policy	