

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<b>DEALING WITH MEDICAL CONDITIONS POLICY</b> <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.  We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
<b>NATIONAL QUALITY STANDARD</b>	<b>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</b> <b>2.1 Health</b> 2.1.2- Health practices and procedures
<b>NATIONAL LAW AND REGULATIONS</b>	85- Incident, injury, trauma and illness policy and procedures 86- Notification to parent of incident, injury, trauma, and illness 87- Incident, injury, trauma, and illness record 89- First aid kits 90- Medical conditions policy 91- Medical conditions policy to be provided to parents 92- Medication 93- Administration of medication 94- Exception to authorisation requirement—anaphylaxis or asthma emergency 95- Procedure for administration 96- Self administration of medication 136- First aid qualifications 162(c) and (d)- Health information to be kept in enrolment record. 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>Change of details record</li> <li>Enrolment record</li> <li>Incident review and reflection record</li> <li>Injury incident trauma and illness record</li> <li>Medication administration record short/long term.</li> <li>Medical risk minimisation and communication record.</li> </ul>
<b>SCOPE OF POLICY</b>	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
<b>AIM OF POLICY</b>	To ensure that our service has strong guidelines, procedures, and practices in place regarding medical conditions for children who attend our service. Our aim is to ensure we are supporting their health, safety, wellbeing, and protection. Our aim is to provide a policy, implement the policy, support practices of the policy, train regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
<b>SERVICE IMPLEMENTATION</b>	<p>Prior to enrolment the nominated supervisor will need to establish if there is a pre-existing diagnosed illness with the child/ren enrolling, this will be established through conversation and completion of the <b>enrolment record</b>.</p> <p>Any child that presents with an allergy, anaphylaxis, asthma, or diabetes will need to have an existing <b>medical management plan</b> or be in the process of completing a plan from a medical practitioner.</p> <p>Any child enrolled at the service with a medical condition that requires medical support – e.g., Ventolin, EpiPen, medication etc will only be able to attend service with prescribed medication.</p> <p>The policy must also be provided to parents of children enrolling at the service including those whose child has been identified as having specific health care needs or allergies. Parents will be expected to complete a <b>medical risk minimisation and communication record</b> in conjunction with nominated supervisor and or staff prior to child attending the service.</p> <p><b>Continuous Improvement</b></p> <p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> </ul>

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- Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

#### The Approved Provider

- Will ensure all new staff employed have current accredited first aid and approved CPR, asthma, and anaphylaxis training.
- Will ensure the policy and procedures are met and the nominated supervisor has ensured that **medical risk minimisation and communication records** are completed to ensure that all risks are minimised.
- Will ensure families of children that have a specific medical condition have been given a copy of this policy and any relevant medical policies.
- Will ensure that families will be supported to develop risk minimisation plans for children with medical conditions or specific health care needs.
- Will ensure that the **medical risk minimisation and communication record** is in place before a child commences at the service, or as soon as possible after diagnosis for children already attending.
- Will ensure that a notice stating that a child is at risk of anaphylaxis, is displayed in a position visible from the main entrance to inform families and visitors to the service.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

#### The Nominated Supervisor

- Will ensure prior to enrolment the nominated supervisor will need to establish if there is a pre-existing diagnosed illness with the child/ren enrolling, this will be established through conversation and completion of the **enrolment record**.
- Will ensure any child that presents with an allergy, anaphylaxis, asthma, or diabetes will need to have an existing **medical management plan** in place from a Medical Practitioner.
- Will ensure prior to enrolment the nominated supervisor will organise with the families a **medical risk minimisation and communication record** to support the child's medical condition and medical plan and to ensure that any risk is accounted for. Families will acknowledge on the **medical risk minimisation and communication record** receipt of this policy and adherence to providing medication when child/ren is in attendance at the service.
- Will ensure families are advised that a child enrolled at the service with a medical condition that requires medical support – e.g., Ventolin, EpiPen, medication etc will only be able to attend service with prescribed medication.
- Will ensure all educators and staff receive refresher training in the administration of adrenaline auto-injection devices and cardio-pulmonary resuscitation every 12 months, even if there are no children diagnosed at risk of anaphylaxis at the service.

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- Will ensure children who present with diabetes will be supported by educators and staff who will be trained in the use of relevant devices e.g., insulin injection device (syringes, pens, pumps) used by children.
- Will ensure if a child presents with a medical condition that doesn't fall under staff first aid qualifications the family will need to organise training for staff in child's room to ensure they can fully support the child.
- Will monitor **medical risk minimisation and communication records** by sending out regular **change of details record** to families and through conversations and reminders via email or online platform.
- Will complete a new **medical risk minimisation and communication record** in the event that circumstances have changed for a child and ensure that this information is communicated immediately to staff in room and all staff in service as soon as possible.
- When parents provide any changes to the child's pre-existing medical condition staff will ensure that it is recorded on the communication section of the **medical risk minimisation and communication record**. Staff will advise nominated supervisor of a new medical condition immediately and a meeting will be set to update to a new plan.
- Will discuss with staff, children with medical conditions at staff meetings or immediately if there are any changes that must be implemented
- When organising excursions for children, will ensure that any child with a medical condition has a **medical management plan** and supporting medication and documents to be completed taken on the excursion and there is a suitable first aid qualified educator rostered on to be in attendance on excursion.
- Will after any incident involving a child with a medical condition or any serious incident in the service nominated supervisor in conjunction with staff, if appropriate, will complete an **incident review and reflection record**, this will allow the team to reflect on practices, processes, policy and or to discuss the **medical management plan**.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

#### Educators

- Will ensure that they are fully aware and understand the procedures and requirements of all children's **medical management plans**.
- Will 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.
- Will closely monitor mealtimes ensuring that children are not trading or sharing food, cutlery plates or drink bottles.

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- When organising activities that are food related, consider whether it's necessary to change or restrict the use of certain food products in these activities so children with allergies can participate.
- When organising excursions for children ensure that any child with a medical condition has **medical management plan** and supporting medication taken on the excursion and there is a suitable first aid qualified educator in attendance on excursion.
- Will ensure that they promptly communicate to parents any concerns or events in regard to the child's health.
- When parents provide any changes to the child's pre-existing medical condition staff will ensure that it is recorded on the communication section of the **medical risk minimisation and communication record**. Staff will advise nominated supervisor of a new medical condition immediately and a meeting will be set to update to a new plan.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

#### Families

- Will ensure that they inform management of any medical condition in the **enrolment record** and provide the service with a **medical management plan** from a practitioner prior to enrolment so the nominated supervisor can support child/ren adequately and ensure the service is equipped to support the child.
- Will work with nominated supervisor to complete a **medical risk minimisation and communication record** and will highlight all risks relating to the child's medical condition.
- Will provide any changes to the child's pre-existing medical condition immediately and ensure that it is recorded on the communication section of the **medical risk minimisation and communication record**. Staff will advise nominated supervisor of a new medical condition immediately and a meeting will be set to update to a new plan.
- Will liaise with staff regarding any changes or incidents that occurred at home when arriving at the service for the day e.g., child had an asthma attack during the night.

#### REGULATION IMPLEMENTATION

The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.

#### In regard to regulation 85- Incident, injury, trauma and illness policies and procedures and 86- Notification to parents of incident, injury, trauma, and illness and 87- Incident, injury, trauma, and illness record.

##### Approved Provider, Nominated supervisor and staff will.

In the event of an emergency with a child who has an existing medical condition. The following procedure will be adhered to:

- Staff will complete the medication records in accordance with requirements whenever administering of medication is required.
- Child will be attended to immediately and staff will follow all the guidelines of the child's **medical risk minimisation and communication record**.
- Family will be contacted as soon as is practicable.
- Staff will adhere to the guidelines and procedures of the policy.
- Nominated supervisor will inform the approved provider as soon as is possible.
- Nominated supervisor will ensure all documentation and all procedures are completed according to policy.
- Staff will complete an **Injury incident trauma and illness record** after the event and have the family sign at pick up.

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	<ul style="list-style-type: none"> <li>Call for an ambulance to attend should medical intervention be required, in accordance with the child's <b>medical management plan</b> provided to the service for all high risk, life-threatening conditions including, but not limited to, anaphylaxis and severe asthma.</li> <li>In the event that the emergency services attended the service the nominated supervisor or approved provider will report the event to the regulatory authority on the NQAITS portal.</li> <li>This must be completed no later than <b>24 hours</b> preferably as soon as possible once all documentation has been collated.</li> </ul>
In regard to regulation 89- First aid kits	<p><b>Approved Provider will</b></p> <p>Ensure that processes are in place for the following:</p> <p>First Aid Kits will:</p> <ul style="list-style-type: none"> <li>Be available and be plentiful in number for the whole service and be easily accessible.</li> <li>Be in permanent positions and signed accordingly with a distinctive first aid sign.</li> <li>Be checked on a monthly basis and replenished accordingly.</li> <li>Be portable for excursions.</li> <li>Be available on all transport for children e.g., Bus.</li> <li>Be taken on excursions with a designated first aid qualified educator.</li> <li>Not contain any medication not on first aid checklist or any extra additions not on checklist.</li> </ul>
In regard to regulation 90- Medical conditions policy and regulation 91- Medical conditions policy to be provided to parents.	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that there is a policy to support and guide all staff on the management of medical conditions. The policy will have clear guidelines as to the following:</li> <li>Ensure any child enrolled who has a specific health need such as anaphylaxis / diabetes/ asthma, allergy or other condition with specific requirements can only attend when there is a <b>medical risk minimisation and communication record</b> in place.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>Ensure a <b>medical risk minimisation and communication record</b> are developed in conjunction with the parent/guardians and nominated supervisor.</li> <li>The plan will include a communication record for all staff and parents.</li> <li>Will ensure that all staff are made aware of the plan for the child and that there is notification in the child's room and staff room if applicable.</li> <li>Ensure permission to display is sought from the parent / guardian on the <b>medical risk minimisation and communication record</b>.</li> <li>When parent and child present with specific medical condition the nominated supervisor will provide parent with a copy of all policies relating to medical conditions to ensure that parents are well informed. This will be acknowledged on the <b>medical risk minimisation and communication record</b>.</li> <li>Display a notice in the service stating that there is a child at risk of Anaphylaxis if the medical condition presents as Anaphylaxis. The notice must include the food that may cause Anaphylaxis and inform the staff and the chef if food is supplied, prior to child's attendance.</li> <li>Ensure that the process for determining how to deal with the medical condition is in place and is followed and overseen by the nominated supervisor, chef and staff in the child's room: for example – separate meal for the child on allergy designed plate/ chart attached to trolley designating who has an allergy/ name placed on meals to avoid confusion/ allergy tables if more than one child presents with anaphylaxis.</li> <li>Nominated supervisor will make regular checks of the kitchen to ensure that practices are being adhered to and ensure that the chef is supported.</li> <li>Room meetings will be conducted on a regular basis and information regarding medical conditions will be discussed and documented to advise if there are changes or updates or to gain feedback or information regarding child/rens health.</li> <li>Any new staff will be advised of medical conditions within their induction.</li> <li>Nominated Supervisor in conjunction with lead educator will review the medical plan and communication record on a regular basis.</li> <li>Will send out change of details record to all families to ensure that opportunities to capture change to medical conditions are captured.</li> <li>Ensure staff meetings will include updates and issues with medical conditions for all children in the service.</li> </ul>

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**In regard to regulation 92- Medication and regulation 93- Administration of medication.**

**Approved Provider will**

- Ensure that staff are provided documentation to support the administration of medication.
- Ensure parent/ guardians have completed medical administration record long term or short term prior to administering any medication to children and that any medication is in its original container and has a chemist label attached with information pertaining to the correct child and is current and has not expired.

**Nominated supervisor will**

- Complete in conjunction with parent/guardian prior to enrolment a **medical risk minimisation and communication record** if an ongoing medical condition exists.
- Ensure that educators only administer medication if they are first aid qualified and have a witness present, confirm the details of the medication, check for expiry date, check child's name, and complete the **medical administration record long term or short term** once administered.
- Ensure that parent/guardian is acknowledging the administration of medication at the end of each day.
- Ensure parent /guardians have completed the permission section of the **enrolment record** to request an ambulance in the event of an emergency.

**Medical administration record** must include the following and No medication will be administered unless the record is complete and meets all policy outlines.

- The name of the child.
- Ensure that the medication has been administered by a medical practitioner and is in its original container, with its original label / is prescribed for that particular child/ has not expired and must be administered with any instructions attached to the medication or provided by a registered medical practitioner.
- Authorisation to administer medication if applicable, self-administration), signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication.

If the medication is administered to the child:

- The dosage that was administered.
- The manner in which the medication was administered.
- The time and date the medication was administered.
- The name and signature of the person who administered the medication.
- The name and signature of the person who checked the dosage and administration.

**In regard to regulation 94- Exception to authorisation requirement— anaphylaxis or asthma emergency**

**Approved Provider and Nominated Supervisor will**

- Ensure parent/guardians have completed the emergency administration section of the **enrolment record** so that in the event of a serious emergency involving anaphylaxis or asthma that medication may be administered and an ambulance called if required.
- Ensure enrolment record has been checked by approved provider and or nominated supervisor prior to commencement of child/ren to ensure that every section has been completed.

**Nominated Supervisor will**

- Ensure that all staff are made aware of the policy and procedures regarding emergency administration of medication in the event of an asthma or anaphylaxis incident.
- Ensure that staff administer emergency medication such as EpiPen or asthma puffer by a qualified first aid educator/ responsible person with a witness in place.
- Ensure service has its own EpiPen and Asthma puffer available for emergency administration in the event of asthma or anaphylaxis event.
- Ensure the EpiPen is stored in a location that is known to all staff, it is easily accessible to adults (not locked away), inaccessible to children, and away from direct sources of heat and is signed for easy identification.
- Ensure the nominated supervisor performs regular checks on medication, EpiPen and asthma puffer so that in the event of an emergency they are current and not expired.
- Call an ambulance if required.
- Call parents immediately after child has been attended to.
- Complete an **Incident, injury, trauma, and illness record**.

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	<ul style="list-style-type: none"> <li>Inform the approved provider and notify regulatory authority on the NQAITS portal within 24 hours.</li> </ul>
<b>In regard to regulation 95- Procedure for administration</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure there are appropriate procedures and guidelines regarding medication that are clear and adhered to at all times.</li> <li>Ensure a procedure outlining these requirements is available to all staff and educators and they have received appropriate training regarding the procedure.</li> <li>Ensure all supporting documentation is provided.</li> </ul> <p><b>Nominated Supervisor will</b></p> <ul style="list-style-type: none"> <li>Ensure that educators adhere to this policy and the practices regarding administering medication.</li> <li>Ensure only a fully qualified first aid educator in the presence of a witness will administer medication.</li> <li>Ensure medication is checked to ensure that it is for the correct child/ that it is in date, not expired/ that the <b>medication administration record</b> has been completed by the parent prior to administering medication.</li> <li>Ensure if any of the above criteria is not met that educators will inform nominated supervisor who will inform parent and in this case.</li> <li>No medication will be administered by staff if out of date, for the wrong child, has no label, not authorised by a medical practioner.</li> <li>Medication will be recorded on the <b>medication administration record</b> once it has been administered.</li> </ul>
<b>In regard to regulation 96- Self administration of medication.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Decide if a child attending the service can self-administer. Service may restrict this measure to before and after school children if applicable.</li> <li>Approved provider in consultation with nominated supervisor will conduct a meeting with families prior to the child's attendance at the service and weigh up the risk involved. The approved provider must decide if there is any risk to other children in the service and if the service is equipped to support the child.</li> <li>Ensure if self-administration for the child has been accepted the child must have a medical plan from a medical practioner and <b>medical risk minimisation and communication record completed</b> with the family prior to child attending the service.</li> <li>Ensure the child will be closely monitored throughout the process by a qualified first aid educator.</li> </ul> <p><b>Nominated Supervisor will</b></p> <ul style="list-style-type: none"> <li>Ensure if a child has a <b>medical management plan</b> it is followed accordingly, by a first aid qualified staff member or a first aid qualified nominated supervisor.</li> <li>Ensure that the medication has been administered by a medical practioner and is in its original container, with its original label / is prescribed for that particular child/ has not expired and must be administered with any instructions attached to the medication or provided by a registered medical practitioner.</li> <li>Ensure that enrolment forms are completed in detail by families and any medical issues are discussed and shared with educators.</li> <li>Complete <b>medical management plans</b> in conjunction with families.</li> <li>Ensure a first aid qualified educator will check the dosage of the medication, the identity of the child receiving the medication and ensure there is a witness its administration as per the <b>medication administration record</b>.</li> <li>Ensure details of the administration will be recorded in the <b>medication administration record</b> on completion of administration of the medication.</li> </ul>
<b>In regard to regulation 136- First aid qualifications.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure at least one educator or staff member holds current approved first aid qualifications and attends at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation.</li> </ul> <p><b>Nominated Supervisor will</b></p>

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	<ul style="list-style-type: none"> <li>▪ Maintain a staff schedule record to track expiration of qualifications and roster qualified first aid staff to ensure compliance at all times.</li> <li>▪ Check that all first aid qualifications meet regulatory requirements according to the national authority website.</li> </ul>
<b>In regard to regulation 162(c) and (d)- Health information to be kept in enrolment record</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that any records relating to authorisation of medical conditions and information to support the condition be kept in an enrolment record.</li> </ul> <p>In regard to health information to be kept in enrolment record the following must be included.</p> <ul style="list-style-type: none"> <li>▪ Name and address of child's medical practitioner.</li> <li>▪ Child's Medicare number.</li> <li>▪ Specific medical conditions which may include anaphylaxis/ dietary restrictions/ diabetes/ asthma</li> <li>▪ <b>Medical management plan</b> from the child's medical Practitioner relating to any diagnosis.</li> </ul> <p><b>The nominated supervisor will ensure the medical management record will include:</b></p> <ul style="list-style-type: none"> <li>▪ Child's name.</li> <li>▪ Date of birth.</li> <li>▪ Recent photograph.</li> <li>▪ Information on the child's medical condition.</li> <li>▪ Symptoms and consequences of the condition.</li> <li>▪ Indicators of the need for medical intervention or treatment.</li> <li>▪ Emergency contact people and phone numbers (including parents/guardians and child's medical practitioner).</li> <li>▪ Clear instructions to cover all foreseeable circumstances including management in the service (indoors and outdoors) and on excursion.</li> <li>▪ Emergency procedures.</li> <li>▪ Specific information about medication including administration, storage, timing, dosage, and side effects.</li> <li>▪ Relevant forms and written advice from medical practitioners and parents/guardians regarding the medical treatment of the child.</li> <li>▪ Any specific instructions on meal management.</li> <li>▪ The people responsible for actions.</li> <li>▪ Consideration of issues of privacy and confidentiality – who needs to know what.</li> <li>▪ <b>Medical management plan</b> record is developed by the nominated supervisor in consultation with the child's parents/guardians.</li> <li>▪ Copies of the plan should be kept with the child's medication and also accompany them on any excursions.</li> </ul>
<b>In regard to regulation 168- Education and care service must have policies and procedures.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.</li> <li>▪ Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders.</li> <li>▪ Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.</li> <li>▪ Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.</li> <li>▪ Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.</li> <li>▪ Will notify families at least 14 days before changing the policy or procedures if the changes will:             <ul style="list-style-type: none"> <li>▪ Affect the fees charged or the way they are collected or</li> <li>▪ Significantly impact the service's education and care of children or</li> <li>▪ Significantly impact the family's ability to utilise the service.</li> </ul> </li> <li>▪ Ensure policies and procedures regarding regulatory requirements are in place at the service.</li> <li>▪ Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review.</li> <li>Ensure all stakeholders are involved in the review.</li> <li>Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.</li> </ul>
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li><b>ACECQA</b> – Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.</li> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> <li><b>Medical condition</b>- In accordance with the Education and Care Services National Regulations 2011, the term medical condition includes asthma, allergy, diabetes, or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.</li> <li><b>Medical Management Plan</b> -A document that has been 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 (ASCI) Action Plan.</li> </ul>

Policy Name	<b>DEALING with MEDICAL CONDITIONS POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	February 2019	Last review date	February 2025	Next review date	February 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

# WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES

- Australian Children’s Education & Care Quality Authority. ACECQA
- Code of Ethics
- Department of Health Australia <https://beta.health.gov.au/health-topics/immunisation/getting-started>
- Education and Care Services National Regulations.
- Education and Care Services National Law Act 2010
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Guide to the National Quality Framework.
- National Quality Standard.
- Staying Healthy 6<sup>th</sup> Edition – Preventing Infectious Diseases in early childhood and education services. [nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services](http://nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services).
- United Convention on the Rights of the Child

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