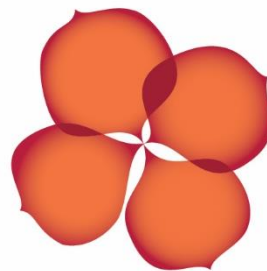


POLICY

Medical Conditions



NT
CHRISTIAN
SCHOOLS

DOCUMENT INFORMATION

Document Title: Medical Conditions Policy
Policy Category: EL - Early Learning
Policy Monitor: ELC Nominated Supervisor
Contact: policy@ntchristianschools.com.au
Approved by: ELC Nominated Supervisor
Approval date: 22 November 2024
Review date:
Access Level: Public

Policy
Feedback



AMENDMENT HISTORY

Version	Date	Changes Made
1.0		Version history unrecorded
2.0	08/2017	Update to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.
2.1	10/2017	Updated the reference to comply with the revised National Quality Standard.
3.0	06/2019	Grammar, punctuation and spelling edited. Some sentences reworded/refined. Additional information added to points, Sources/references alphabetised. Related policy added.
4.0	04/2020	Additional information added to points, additional working added to include diagnosed health care need, allergy or relevant medical condition. Inclusion of asthma, anaphylaxis and diabetes policies. Additional sources added.
5.0	07/2021	Relevant regulated updated. Duty of Care section added. Inclusion of staff annual ASCIA anaphylaxis e-training as best practice, detailed procedure of management of high-risk scenarios, resources added for management of medical conditions, sources checked for currency.
6.0	10/2021	Policy reviewed and included suggested guidelines from ACECQA dealing with medical conditions in children (June 2021). Additional section added Cook and Food Handlers. National Allergy Strategy link added.
7.0	06/2022	Policy maintenance, inclusion of legislation for information sharing schemes including Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) for Vic Services, minor formatting edits within texts. Hyperlinks checked and repaired as required.
8.0	06/2023	Policy maintenance, hyperlinks checked and repaired as required, minor formatting edits within text. Continuous improvement / reflection section added. Childcare Centre Desktop related resources section added, link to Western Australian Education and Care Services National Regulations added.
9.0	11/2024	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. Updated Childcare Centre desktop resources to support implementation. New policy template and Board approved preamble.

1 Preamble

NT Christian Schools is an organisation that exists to advance the Christian religion through the provision of high-quality education and training services and religious instruction. A holistic and relational approach to learning for each individual student, underpinned by a biblical world view provides an education for the whole person, for the whole of life.

We believe that the Christian faith is a life-transforming faith that will be authentically evidenced in a believer's actions. The bible exhorts us to pursue godliness and to model biblical standards of behaviour. Everything we do, our practices, our conduct, our use and stewardship of resources is an act of worship to God and a witness to those around us.

All members of the NT Christian Schools community are to be committed to ensuring a safe and caring environment for students, staff and the whole community in a manner that is consistent with the Christian ethos and beliefs of NT Christian Schools.

Employees and those a policy applies to are fully supported by NT Christian Schools in ensuring compliance with these documents.

2 Purpose

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical condition, 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 situation should they arise.

The Education and Care Services National Regulations requires 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 wellbeing of all children, staff, families, and visitors at our Service.

3 Policy applies to

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

The policy is available to all parents, carers, students, staff, volunteers and contractors via the NT Christian Schools website and on request from any office of NT Christian Schools.

The policy is available to all staff and Directors of the Board via the NT Christian Schools Canvas *Policy and Advisory Library*.

4 Policy

4.1 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 safe environment for children free of foreseeable harm and
- adequate supervision of children at all times.

4.2 Implementation

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing 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.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the service. Key procedures and strategies must be in place prior to the child commencing at the service to ensure their individual health, safety and wellbeing.

It is imperative that all educators and volunteers at the Service 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.

5 Roles and responsibilities

5.1 Approved Provider / Nominated Supervisor / Management

The Approved Provider / Nominated Supervisor / Management will ensure:

- obligations under the Education and Care Services National Law and National Regulations are met;
- all staff, educators, students, visitors and volunteers have knowledge of and adhere to this policy;
- all enrolment forms are reviewed to identify any specific health care need, allergy or medical condition;
- existing enrolment forms are reviewed, and parents 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 are provided with a copy of the Service's Medical Conditions Policy and any

other relevant medical conditions policy;

- a child is not enrolled at, nor will attend the Service without a medical management plan and prescribed medication by their medical practitioner. In particular, 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];
- educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition 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 clearly identified;
- all aspects of operation of the Service must be considered to ensure inclusion of each child into the program;
- a communication plan is developed in collaboration with the director and lead educators to ensure communication between families and educators is on-going and effective;
- staff are provided with bi-annual anaphylaxis training to provide consistent and evidence-based approaches to prevention, recognition and emergency treatment of anaphylaxis;
- at least one staff member or nominated supervisor is in attendance at all times 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 about 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 need, allergy or relevant medical condition, including:
 - medication requirements,
 - allergies,
 - medical practitioner's 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 has been developed in consultation with parents and management 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 management plan;
- to record any prescribed health information and retain copies of a medical management plan, anaphylaxis management plan or 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 parent/guardian ;
- procedures are always adhered to regarding the administration of medication;
- administration of medication record 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 in 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 wellbeing of a child or staff member is not shared with others unless consent is provided in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation.

5.1.1 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.

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 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.

5.1.2 Management of Asthma, Anaphylaxis and Diabetes

For the management of Asthma, Anaphylaxis and Diabetes see individual Service policies and procedures.

5.2 Families

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
- 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 time of enrolment
- they provide the Service with a medical management plan prior to 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 *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.

5.2.1 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 are harder for the public to view to ensure privacy, safety and wellbeing 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.

5.2.2 Risk Minimisation Plan

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

The approved provider/ nominated supervisor will arrange a meeting with the parents/guardian 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 need, allergy, or medical condition are assessed and minimised;
- that practices and procedures in relation to 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*.

5.2.3 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 need, allergy or medical condition.

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

- all relevant staff members, students and volunteers are informed about the Medical Conditions Policy, the medical management plan and risk minimisation plan for the child; and
- an individual child communication book/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.

6 The Australian Children's Education and Care Quality Authority

6.1 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.

6.2 Education and Care Services National Regulations

Regulation	Definition
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
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policy
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	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
175	Prescribed information to be notified to Regulatory Authority

7 Resources For Families

[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](#)

[National Allergy Strategy](#)

8 Continuous Improvement Reflection

Policies will be reviewed regularly and updated when need identified in consultation with families, staff and management.

9 Related Resources – NTCS PAL / Childcare Desktop

- Administration of Medication Procedure
- Administration of Medication Form
- Authorisation to Display Medical Management Plan
- Managing a Medical Condition Procedure
- Medical Communication Plan
- Medication Update Letter to Parents
- Medical Conditions Register
- Medical Management Plan
- Medical Risk Minimisation Plan
- Notification of Changed Medical Status

10 Related legislation and policy

10.1 NT Christian School policies and procedures

- Acceptance and Refusal of Authorisation
- Administration of Medication Policy
- Child Safe Environment Policy
- Dealing With Infectious Diseases Policy
- Enrolment Policy
- Excursion/Incursion Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition Food Safety Policy

- Privacy and Confidentiality Policy

10.2 Legislation

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Children’s Education & Care Quality Authority. (2023). [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](#).
- 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*.
- Occupational Health and Safety Act 2004.

10.3 Other relevant resources

- Australian society of clinical immunology and allergy. ASCIA. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).

10.4 Acknowledgement

Policy adapted from Childcare Centre Desktop © 2024