

**Purpose**

The policy is to guide the staff, Educators and stakeholders when making decisions about medical conditions within the service.

**Scope**

Staff, Educators and Relief Educators.

**Definitions**

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

**Policy Content**

The service is committed to access and inclusion of all children irrespective of any special needs and medical requirements and it is understood that on some occasions it is appropriate for a child to attend child care when they are receiving medication.

It is extremely important for those facilitating the service to be well informed of any medical conditions and special requirements and knowledgeable enough to deal with pre-existing medical conditions should they arise for a child in care. The service is steadfast in gathering information from families along with plans from medical practitioners where required and in partnership make decisions such as the ability for a child to administer their own medication.

The service will:

- i. provide information and make clear guidelines for parents and guardians to ensure all children are well enough to attend the service and do not pose a threat to others in spreading infectious disease.
- ii. ensure that effective hygiene practices are promoted and implemented.
- iii. ensure steps are taken to control the spread of infectious diseases and illness.
- iv. reduce and prevent as many incidents as possible and to deal with injury, trauma and illness as effectively as possible when they happen. Preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met. The service will ensure comprehensive and current knowledge about the health and special requirements of every child in the service is obtained and documented. The service will ensure every Educator and staff member is adequately equipped to deal with situations as they arise.
- v. manage medical conditions including, anaphylaxis, diabetes and asthma.
- vi. ensure a communication plan and risk minimisation strategies are developed and implemented in consultation with parents.
- vii. where appropriate, implement practices in relation to self-administration of medication by children over preschool age.
- viii. ensure that appropriate staff and all Educators are trained in first aid, anaphylaxis and asthma recognition and appropriate treatment.

- ix. ensure that healthy eating options are promoted and food and drinks provided by Educators are nutritious and appropriate to the age and medical condition of children.
- x. ensure that physical activities are promoted and planned whilst being appropriate to the age and medical condition of children.
- xi. ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury through undertaking routine safety checks; Home, Premises or Venue Safety Audit and educating children and Educators in safety awareness.
- xii. ensure that Educators comprehensively document all medications administered to children while in childcare and ensure administration of medication is conducted in the safest and most thorough manner.
- xiii. provide a copy of the Dealing with Medical Conditions Policy to all families of children registered with the service.
- xiv. Ensure that Educators are aware that medication can be administered without authorisation in case of an anaphylaxis or asthma emergency.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No 75)

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)

Emergency and Evacuations (GHCS.GOV.POL.006.1)

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues (GHCS.GOV.POL.016.1)

Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)

Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)

Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)

Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

### Links to Procedures

Dealing with Medical Conditions Procedure

Administration of First Aid Procedure

Nutrition Food and Beverages and Dietary Requirements Procedure

### References

Education and Care Services National Regulations 2011 90, 168 (2) (d)

Education and Care Services National Law Act 2010

Poisons and Therapeutic Goods Act 1996 (NSW)

Public Health Act 1991 (NSW)

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

Australian Children's Education and Care Quality Authority (2011). National Quality Standards  
 Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework  
 Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard  
 Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2<sup>nd</sup> ed.)  
 National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4<sup>th</sup> Ed.)

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 168 (2) (i)  
 Education and Care Services National Law Act 2010  
 Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook 2011-2012

### Associated Records

### Document Control

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