



Date Adopted April 2013

Review Date April 2014

Relevant Legislation & Standards

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National regulations 2011: 90,91,94

National Quality Standard: 2.1.1

Aim / Policy Statement

Medical conditions include but are not limited to asthma, diabetes or diagnosis of a child at risk of anaphylaxis. Many of the above conditions can be life threatening and require careful management to ensure the safety and well-being of all children at Goulburn Pre-School.

Goulburn Pre-School is committed to ensuring our educators and staff are equipped with the knowledge and skills to manage situations that may arise. Clear communication with families about medical conditions and the management of the conditions will be a key priority.

Goals

Our goal is to minimise the risks to all children at Goulburn Pre-School with medical conditions by:

- Collaborating with families with diagnosed medical conditions upon enrolment to develop a risk minimisation plan based on the information from a health professional (Action Plan).
- Inform ALL staff, including casual staff, educators and volunteers, of all children diagnosed with a medical condition and the risk minimisation for these.
- Providing all families with current information about identified medical conditions of children enrolled at Pre-School with strategies to support the implementation of the risk management plan.
- Ensuring ALL children with a diagnosed medical condition has a current risk minimisation plan (Action Plan) that is accessible to all staff.
- Ensuring ALL staff are adequately trained in the administration of emergency medication.

Strategies

The Approved Provider (Management Committee) will:

- Ensure the Nominated Supervisor (Director) fulfils responsibilities in the management of medical conditions by providing required training and resources.

Enrolment of Children into Goulburn Pre-School

The Nominated Supervisor will:

- Ensure any parent with a child enrolled at Goulburn Pre-School that has a specific health care need, allergy or other relevant medical condition is provided with a copy of the Medical Conditions Policy.
- Inform parents it is a requirement to provide Goulburn Pre-School with a medical management plan of their child's condition.
- Collaborate with families of children with medical conditions to develop a risk minimisation plan to ensure the safety and well-being of the child:
 - To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition is assessed and minimised.
 - If relevant, to ensure the practices and procedures in relation to the safe handling, preparation consumption and service of food are developed and implemented; and
 - If relevant, ensure that practices and procedures to ensure parents are notified of any known allergens that pose a risk to the child and the strategies in place to minimise the risks; and
 - To ensure the practices and procedures are in place to ensure ALL staff members (including casual staff and volunteers) can identify the child, locate the child's medical management plan and the location of medication at all times; and
 - To ensure the child does NOT attend Pre-School without the required medication or medical management plan.
- Ensure all staff and educators are aware of each child's medical management plan and risk minimisation plan.
- Ensure all staff and educators are adequately trained in the procedures contained in the medical management plan.
- Inform other families enrolled at Pre-School of the need to restrict any items that may present a hazard of high risk to a child with a diagnosed medical condition.

Communication and Display of Medical Information

The Nominated Supervisor will:

- Ensure medical management plans and risk minimisation plans are accessible to all staff and educators.
- Collaborate with families to ensure all plans are current.
- Develop communication plans to ensure relevant staff and educators are kept informed of the Medical Conditions Policy, medical management plans and risk minimisation plans.
- Develop communication plans to ensure parents / carers are kept informed of the Medical Conditions Policy, medical management plans and risk minimisation plans.

Educators and Staff will:

- Ensure they are aware of children enrolled with medical conditions and be familiar with the medical management and risk minimisation plans for each child as required.

- Be aware of their responsibilities in communicating needs and changes to parents / careers, other staff and educators.

Management of Asthma and Anaphylaxis

The Nominated Supervisor will:

- Ensure staff and educators have access to recognised training in the management of asthma and anaphylaxis and include recognising identifying medical emergencies. This includes the administration of emergency medication including Epi-pen (or like product) and asthma medication.

Educators and Staff will:

- Be alert to the immediate needs of the children in their care who present with signs and symptoms of asthma or anaphylaxis.
- Administer emergency medication in accordance with their training as required.

Documentation and Record Keeping

The Approved Provider (Management Committee) will:

- Ensure records are confidentially stored for the required time in accordance with the current legislation. Incident, Injury, trauma and illness record is until the child is 25 years of age (Regulations 87, 183). Medication Records must be retained for 3 years after the child's last attendance ((Regulations 92, 183).

The Nominated Supervisor will:

- Provide a copy of the Medication Record to medical staff in the event further medical intervention is required.

Educators and Staff will:

- Complete the medication record when a child receives emergency medication
- Provide parents / carers with a copy of the medication report.

Policy Availability

The Medical Conditions Policy will be readily accessible to all educators, staff, families and visitors to Goulburn Pre-School. Goulburn Pre-School welcomes any feedback or reflection upon this policy.

Evaluation

- Educators and staff respond effectively and promptly to any medical conditions or emergencies that may occur at Goulburn Pre-School.
- Plans to effectively manage medically diagnosed conditions are developed in consultation with families and based on professional medical advice provided through medical management plans.
- Regular reviews of procedures and policies occur every 12 months or as required.

Resources and Attachments

- Goulburn Pre-School Medication Record
- Community Child Care Co-Operative NSW Sample Policies



Goulburn Pre-School

Medical Conditions
Asthma Management

Date Adopted

April 2013

Review Date

April 2014

Relevant Legislation & Standards

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National regulations 2011: 90,91,94
National Quality Standard: 2.1.1

Aim / Policy Statement

Goulburn Pre-School recognises the need to educate staff, educators, parents and families about asthma and promote sensible asthma management strategies at Pre-School to ensure the wellbeing and safety of all children. We believe children in the age group we care for do not have the skills to recognise and manage their own asthma.

Goals

Our goal is to:

- Raise the awareness of asthma amongst those involved within our Pre-School community.
- Implement positive and effective strategies to support the health and safety of children with asthma who are enrolled at Pre-School.
- Provide a supportive environment in which all children with asthma can participate to their full extent of their capabilities.
- Provide a clear set of guidelines to be followed in the management of asthma and in an emergency.

Strategies

The Approved Provider (Management Committee) will:

- Support access to Asthma Management Training to all staff and educators.

The Nominated Supervisor will:

- Provide a copy of the Asthma Management Policy to all staff and educators and ensure this area is covered through staff induction procedures.
- Ensure AT LEAST one staff member with accredited asthma training is on duty whenever there are children present at Pre-School.
- Ensure the enrolment form requests the information “Does your child suffer from asthma?” and requests a current action plan from a medical practitioner prior to enrolment.
- Inform all staff and educators of children enrolled who have been identified with asthma.
- Store a COPY of the child’s asthma plan with their enrolment records.
- Display procedures for emergency management of asthma action plan.
- Ensure First Aid kit has blue reliever medication (e.g. Asmol or Ventolin), spacer, face mask and written instructions on Asthma First Aid.
- Encourage open communication between families and staff regarding current status of asthma and impact of asthma and promptly discuss any concerns relation to the impact on the child’s participation through the day.

Staff will:

- Ensure they maintain current accreditation in Emergency Asthma Management (valid for 3 years).
- Ensure they are aware of the children in their care diagnosed with asthma and individual symptoms through conversations with parents / carers.
- Identify and minimise all asthma triggers where possible in the learning environments.
- Where necessary adapt activities to accommodate health care needs.
- Ensure regular prescribed medication is administered in accordance with asthma plan.
- Administer emergency asthma medication in accordance with the child’s asthma plan. Where the child does NOT have a written plan, the Asthma First Aid Plan should be followed.
- Promptly communicate any concerns or observations relating to the child’s asthma to the parents or carer.
- Ensure all children are treated with care and respect dispute any health care requirements.

Families will:

- Inform staff upon enrolment or initial diagnosis, that their child has a history of asthma.
- Provide all relevant information regarding their child's asthma through a written Asthma Action Plan (within 7 days of enrolment).
- Notify the Nominated Supervisor of any changes to the written Asthma Action Plan in writing.
- Ensure their child has an adequate supply of asthma medication (including reliever) at all times along with spacer and face mask.
- Ensure they comply with the requirements and procedures in relation to this policy.
- Communicate all relevant information and concerns to educators as the need arises.
- Work in consultation with staff and educators to ensure a safe and healthy day for their child at Pre-School.

The children will:

- Be encouraged to tell staff and educators when they are experiencing symptoms that they recognise.

Evaluation

- Children with Asthma are well supported in a safe and positive learning environment that fully supports their individual health care needs.
- Regular reviews of procedures and policies occur every 12 months or as required.

Resources and Attachments

- Goulburn Pre-School Medication Record
- Asthma First Aid Poster www.asthma.org.au
- Community Child Care Co-Operative NSW Sample Policies

Medical Conditions

Anaphylaxis Management



Goulburn Pre-School

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April 2013

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Relevant Legislation & Standards

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National regulations 2011: 90,91,94

National Quality Standard: 2.1.1

Aim / Policy Statement

Anaphylaxis is a severe life threatening allergic reaction. Research shows up to 5% of the population the 0 – 5 age group are at risk. The most common allergens include eggs, peanuts, tree nuts, cow's milk, sesame, bee stings or other insect stings and some medications.

Goals

Our goal is to:

- Minimise the risk of an anaphylactic reaction occurring at Pre-School through limiting the exposure to allergens where possible and ensuring effective practices in food preparation, meal times and other higher risk activities.
- Ensure all staff and educators confidently respond to an anaphylactic reaction by initiating appropriate treatment, including administration of an adrenaline auto injecting device (Epi-Pen or like).
- Promote and support increased awareness regarding anaphylaxis within the Pre-School community through policy implementation and information.
- Ensure understanding of families, staff and community members that it is not possible to create a completely allergen free environment at Pre-School. It is essential that a range of procedures and practices are put in place to minimise the risks of exposure to allergens for a child at risk of anaphylaxis.

Strategies

The Approved Provider (Management Committee) will:

- Ensure staff and educators have completed first aid and anaphylaxis training as approved by ACECQA and then every 3 years.
- Ensure all parents and guardians have access to this policy – in particular families of a child at risk of anaphylaxis.

Where there is a child at risk of anaphylaxis is enrolled Goulburn Pre-School will also:

- In consultation with the parent /guardian assess the possible risks for accidental exposure to allergens and develop a plan to minimise these risks.
- Ensure a sign is displayed prominently in the entrance foyer and in food storage areas stating that we have a child/ren at risk of anaphylaxis enrolled.

The Nominated Supervisor will:

- Ensure information relating to a child with allergies or at risk of anaphylaxis is documented on the child's enrolment form. Where the child has severe allergies, parents / guardians will

be asked to provide a recognised emergency action plan, completed and signed by a medical practitioner PRIOR to the child attending Pre-School.

- Ensure a complete auto- injection device kit is provided by the child's parent/ guardian at all times where the child is present at the Pre-School. The child will NOT be permitted to attend Pre-School where they do NOT have an auto injection device kit provided.
- Ensure there is always a member of staff within the service with first aid and anaphylaxis training present at all times.
- Ensure all casual members of staff are aware of children at risk of anaphylaxis at the Pre-School and where possible have completed current and approved anaphylaxis training.
- Ensure the child's auto injection device kit and a copy of the emergency action plan is carried on all excursions from the Pre-School.
- Ensure all educators have access to an auto injection training device and that this is re-visited six monthly with all staff and recorded.
- Ensure ALL staff are familiar with children who are at risk of anaphylaxis, the potential known allergens and the location of the child's auto injection device kit and emergency action plan.
- Ensure the auto injection device kits and emergency action plan is easily available to all adults – not locked away – inaccessible to children and in a cool environment.
- Ensure the expiry date for the auto injection device is recorded in the staff room diary and parents/guardians are reminded to replace the device BEFORE the expiry date.

Parents/guardians will:

- Provide FULL details of their child's allergies or risk of anaphylaxis upon enrolment or diagnosis.
- Develop a risk minimisation plan with Pre-school staff to identify high risks of accidental exposure.
- Provide a fully completed Anaphylaxis / Allergy emergency action plan signed by a medical practitioner.
- Provide a full auto injection device kit CLEARLY labelled with your child's name. Expiry dates should be recorded by parents/guardians AND replaced prior to the date of expiry. All parents/guardians are expected to comply with the policy that no child who has been prescribed an adrenaline auto injection device will attend Pre-School without the device.
- Notify the Pre-School of any changes to their child's allergy status and provide an updated emergency action plan reflecting these changes.
- Communicate any relevant information relating to the health and care of their child to Pre-School.

Evaluation

- Educators and staff respond effectively and promptly to any medical conditions or emergencies that may occur at Goulburn Pre-School.
- Plans to effectively manage medically diagnosed conditions are developed in consultation with families and based on professional medical advice provided through medical management plans.
- Regular reviews of procedures and policies occur every 12 months or as required.

Resources and Attachments

- Goulburn Pre-School Medication Record
- Community Child Care Co-Operative NSW Sample Policies

- *Managing Your Child's Food Allergies: A Complete Australian Guide for Parent* By Alison Orman (Published by Harper Collins 2009)
- ASCIA Action Plan of Anaphylaxis (Downloaded from www.allergy.org.au)



Goulburn Pre-School

Medical Conditions

Diabetes Management

te Adopted

June 2013

Review Date

June 2014

Relevant Legislation & Standards

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National regulations 2011: 90,91,94

National Quality Standard: 2.1.1

Aim / Policy Statement

Goulburn Pre-School recognises the need to facilitate effective care and health management of children who have diabetes. Effective management of diabetes requires clear communication and coordination between the child's family, our Pre-school and relevant medical practitioners.

Goals

Our goal is to:

- Increase the knowledge and understanding of diabetes management within our Pre-School.
- Provide a positive and supportive learning environment in which children with diabetes are able to fully participate to the full extent of their capabilities.
- Provide a clear set of guidelines and expectations to be followed with regard to the management of diabetes to ensure the health and safety of all children enrolled with diabetes.

Strategies

The Approved Provider (Management Committee) will:

- Support all staff to complete senior first aid training.

The Nominated Supervisor will:

- Provide all staff members with a copy of this policy and review as a team each time a child with diabetes is enrolled at Pre-School.

- Review the individual care needs of the child enrolled with diabetes with the parent/ guardian prior to their attendance at Pre-School. This process should include at least ONE educator who will be working directly with the child.
- Ensure a staff member with a current senior first aid certificate is present at all times when children are present.
- Ensure enrolment forms allow for the collection of information relating to a child diagnosed with diabetes.
- Identify children with diabetes upon enrolment and ensure a Diabetes Action Plan is completed by a medical practitioner and action to take in case of a diabetic emergency.
- Ensure parents / guardians of the child provide a testing kit and hypo pack if required.
- Encourage open communication between parent / guardian regarding status and care requirements of the child each day.
- Promptly communicate any concerns to the parent/guardian in relation to care, the child's ability to be involved in the program to their full potential or health issues.

Educators and staff will:

- Ensure they maintain current first aid qualifications.
- Ensure they are knowledgeable about the children in their care with diabetes.
- Ensure they are familiar with signs and symptoms as well as emergency treatment of low blood glucose levels.
- Call an ambulance if an emergency situation arises – then contact parent / guardian.
- Where necessary, alter the program to accommodate and support the needs of the child with diabetes (e.g. predictable and regular meal times, active play, additional times to stop and have a drink).
- Ensure they are familiar with the child's Diabetes Action Plan and this is followed at all times.
- Ensure the child with diabetes is treated equally with the other children.

Parents / Guardians will:

- Inform staff upon enrolment or diagnosis that their child has diabetes (specify Type 1 or Type 2).
- Provide all relevant information relating to the care needs of their child and a Diabetes Action Plan in writing.
- Keep the child's testing kit and hypo pack updated as required.
- Notify the Nominated Supervisor (Director) of any changes to the Diabetes Action Plan in writing.
- Communicate current concerns and information to the Educators in the child's class to support the ability of the Educators and staff to provide the best possible care and learning environment for the child

Evaluation

- Educators and staff respond effectively and promptly to any medical conditions or emergencies that may occur at Goulburn Pre-School.
- Plans to effectively manage medically diagnosed conditions are developed in consultation with families and based on professional medical advice provided through medical management plans.
- Regular reviews of procedures and policies occur every 12 months or as required.

Resources and Attachments

- Goulburn Pre-School Medication Record
- Community Child Care Co-Operative NSW Sample Policies
- Diabetes: Planning and Support Guide for Education and Child Care Services
www.decd.sa.gov.au/speced2/files/pages/chess/hsp/Pathways/DIABETES_BOOK.pdf