

Dealing with Medical Conditions Policy

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church’s activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning Services is committed to:

- fulfilling the service’s duty of care requirement under legislation to ensure that those involved in the programs and activities of the service are appropriately supported and protected from harm;
- recognising the importance of providing a safe learning environment for children with specific medical and health care requirements;
- informing educators, staff, volunteers, children and families on the importance of adhering to the *Dealing with Medical Conditions Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service;
- ensuring that educators have the skills and expertise and confidence necessary to support the inclusion and management of children with additional health needs and can respond effectively to a medical condition emergency;
- identifying clear procedures to support the health, wellbeing and inclusion of all children enrolled at the service;
- actively involving the parents of each child with a medical condition, to assess risks and develop risk minimisation and management strategies for their child;
- service practices that support the enrolment of children and families with specific health care requirements;
- raising awareness of families, staff, children and others attending the service about specific medical conditions;
- providing an environment in which all children with specific health care requirements can participate to their full potential.

Executive Summary

Staff members, parents, volunteers and students will be informed about the practices to be followed in relation to supporting the specific needs of a child with a medical condition. If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, parents will be provided with a copy of this policy and other relevant policies. A risk minimisation plan must be developed for each child with a specific medical condition on enrolment or upon diagnosis, and the plan should be reviewed at least annually or earlier where the child’s medical condition or support needs change.

A communication plan needs to be developed and ongoing communication established between parents and staff regarding the current status of a child’s specific health care need, allergy or other relevant medical condition. Families should provide information on their child’s health, medications, allergies, their medical practitioner’s details, emergency contact names and phone numbers, and a medical management plan (where required) signed by their medical practitioner, treating team following enrolment and prior to the child commencing at the service.

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Content Owner	Uniting Early Learning-Head of Early Learning		Page No. Page 1 of 3
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Founding Agency Policy, Procedure, Practice Manual or Form continues to have effect on and after the Date of Establishment as Uniting to the extent that it is not inconsistent with a Uniting Level 1 & 2 Policy and until such time as Uniting replaces it.

The latest version of this policy can be found at <https://vtuniting.sharepoint.com/Uniting%20Policies>

Educators/staff should receive regular training in managing specific health care needs such as asthma management, anaphylaxis management, type 1 diabetes management, epilepsy and seizure management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.

Medication and medical procedures administered to a child must meet legislative requirements at all times.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is accepted by the service, it is vital that prior arrangements are negotiated with the parent, authorised nominees or appropriate health care workers to prepare for the event that the child will require a procedure or emergency response while in attendance at the service. Parents and the service should liaise with either the child’s medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at the service.

Current Environmental Context

All Uniting Early Learning educators will hold current and approved first aid, anaphylaxis and emergency asthma management training in accordance with legislation. Risk minimisation and communication plans for medical conditions will be displayed at the service and reviewed regularly.

Anaphylaxis, asthma, type 1 diabetes and epilepsy are medical conditions with specific requirements in early childhood services. Refer to the specific appendix (below) for practices to be followed, including: medical management and risk minimisation plans.

Attachment 23a: Responsibilities relating to the Dealing with Medical Conditions Policy

Attachment 23b: Communication plan

Form 23.1: Medical Conditions Risk Minimisation plan and Communication plan

Appendix 23.1: Anaphylaxis Policy

Appendix 23.2: Asthma Policy

Appendix 23.3: Type 1 Diabetes Policy

Appendix 23.4: Epilepsy Policy

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved June 2015:
<https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf>

<i>Administration of First Aid Policy</i>	<i>Administration of Medication Policy</i>
<i>Anaphylaxis Policy</i>	<i>Asthma Policy</i>
<i>Dealing with Infectious Diseases Policy</i>	<i>Type 1 Diabetes Policy</i>
<i>Enrolment and Orientation Policy</i>	<i>Epilepsy Policy</i>
<i>Excursions, Regular Outings and Service Events Policy</i>	<i>Food Safety Policy</i>
<i>Hygiene and Infectious Disease Policy</i>	<i>Incident, Injury, Trauma and Illness Policy</i>
<i>Inclusion and Equity Policy</i>	<i>Nutrition, Oral Health and Active Play Policy</i>
<i>Privacy and Confidentiality Policy</i>	<i>Supervision of Children Policy</i>

- *Children's Services Act 1996*: Section 26
- *Children's Services Regulations 2009*: Regulation 34, 36, 41
- *Education and Care Services National Law Act 2010*: Section 173
- *Education and Care Services National Regulations 2011*: Regulations 90, 91, 96, 102, 136, 137, 146, 147, 160-162, 168, 170, 173, 181, 183, 184, 246
- *Health Act 1958*
- *Health Records Act 2001 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- National Quality Framework: *Fact Sheet: Children with medical conditions attending education and care services* (last updated March 2015) Department of Education and Training Victoria
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
- National Health and Medical Research Council (2013), *Staying Healthy: Preventing infectious diseases in early childhood education and care services* 5th edition. Available at:
<http://www.nhmrc.gov.au/guidelines-publications/ch55>

Authorisation

This policy was adopted by Uniting Early Learning on: 09 October 2017

Review

This policy is to be reviewed by: 30 November 2018

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