

MANAGING MEDICAL CONDITIONS PROCEDURE

Early Learning Centre & Outside School Hours Care

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical conditions, 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.

Working in conjunction with the *Medical Conditions Policy*, this procedure provides detailed steps for management and educators to follow when a child with a health care, allergy or medical condition enrolls at the Service.

Education and Care Services National Law or Regulations (90, 90(1)(iv), 91, 92, 93, 94, 95, 96, 136 and 170)

NQS QA 2: Element 2.1.1 and 2.2.1 Wellbeing and comfort, Health practices and procedures

Related Policies: *Medical Conditions Policy, Anaphylaxis Management Policy, Asthma Management Policy, Cystic Fibrosis Management Policy, Diabetes Management Plan, Eczema Management Plan and Epilepsy Management Plan*

IN CASE OF EMERGENCY DIAL 000

OVERVIEW

1	The Nominated Supervisor/Centre Manager will review and update the Service's <i>Medical Conditions Policy</i> annually in consultation with children, families, staff, educators and management	
2	During orientation and induction students, volunteers and educators are informed about the Service's procedures and policies in relation to managing children with diagnosed health care needs, allergies and medical conditions	
3	During orientation and induction students, volunteers and educators are made aware of individual medical management plans for each child	
4	<i>Medical management plans</i> , including <i>risk minimisation plans</i> and <i>communication plans</i> are to be stored within the child's enrolment records	

STEP 1 - ORIENTATION AND ENROLMENT

1	At the time of enrolment, the Centre Manager/Nominated Supervisor will ask families if the child has any health care needs, allergies or medical conditions	
2	The nominated supervisor will ensure the enrolment form includes health care needs, allergies or identified medical conditions for the new child	
3	All families will be informed of the Service's management of the <i>Medical Conditions Policy</i> through the <i>Family Handbook</i> during the enrolment process	
4	The nominated supervisor will meet with the family to discuss the details of the health care need, allergy or medical condition and what adjustments may be needed to the practices of the Service or environment to ensure inclusion of the child	
5	The Nominated Supervisor/Centre Manager will advise the family of the <i>Medical Conditions Policy</i> and any relevant policies, such as <i>Anaphylaxis Management Policy</i> or <i>Asthma Management Policy</i> , including the additional requirements for enrolment, such as a <i>medical management plan</i> and the development of a <i>risk minimisation plan</i>	
6	Families enrolling a child with a health care need, allergy or medical condition will be provided with a copy of the <i>Medical Conditions Policy</i> along with any other relevant policies, via email and a hard copy of the email stored in the child's enrolment record	
7	The nominated supervisor will ensure families are aware of the obligation to keep <i>medical management plans</i> up to date at all times	

STEP 2 - MEDICAL MANAGEMENT PLANS

1	The family will develop a <i>medical management plan</i> in consultation with the child's registered medical practitioner. This MUST be completed before the child can attend the Service.	
2	The <i>medical management plan</i> may include any ASCIA Anaphylaxis, Asthma Action Plan or diabetes management plan	
3	The nominated supervisor will ensure parents/guardians provide consent to display the child's <i>medical management plan</i> by signing the <i>Authorisation to Display Medical Management Plan</i>	
4	The nominated supervisor will ensure individual <i>medical management plans</i> are displayed in the child's room, staff areas and food preparation areas, considering the child's privacy by locating them in an area less prominent to families and children	
5	The nominated supervisor will ensure any medications required as part of the <i>medical management plan</i> are available at the Service each time the child attend	

6	The nominated supervisor will ensure educators are informed of specific medication requirements for children, including where medication is stored	
7	Educators will ensure medications are stored as per <i>medical management plan</i> and <i>Administration of Medication Policy</i>	
8	Educators will ensure an <i>Administration of Medication</i> form is completed each time medication is administered and acknowledged by the parent/guardian each day	
9	Educators will ensure <i>medical management plans</i> and any medication are taken from the Service in the event of an emergency evacuation or on an excursion	
10	Educators are to ensure the child's <i>medical management plan</i> is followed in the event of a health care incident	
11	The nominated supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident	

STEP 3 - MEDICAL RISK MINIMISATION PLANS

1	<p>Using the information gathered from the <i>medical management plan</i>, the nominated supervisor in conjunction with family and lead educator will develop a <i>risk minimisation plan</i> to:</p> <ul style="list-style-type: none"> • consider and identify potential risks to the child within the Service environment • develop strategies for the management of the health care need, allergy or medical condition and emergency response procedures and, • identify who will be included in this process 	
2	The nominated supervisor will consider if any training or professional development is required for educators as part of the <i>risk minimisation plan</i>	
3	The <i>risk minimisation plan</i> will record any dietary modifications as part of the <i>medical management plan</i>	
4	<i>Risk minimisation plans</i> are required to be reviewed at least annually or revised with each change to a child's <i>medical management plan</i>	
5	The Nominated Supervisor/Centre Manager will ensure <i>risk minimisation plans</i> are accessible for all staff (ELC & OSHC medical records folder in foyer on blue shelf)	



STEP 4 - MEDICAL COMMUNICATION PLAN

1	All communication regarding medical management plans, risk minimisation plans, and updates will be completed via Kidsoft, our online management system.	
2	The Nominated Supervisor/Centre Manager will ensure that all educators and staff are aware of individual medical management plans and risk minimisation plans through Kidsoft notifications and updates.	
3	The Nominated Supervisor/Centre Manager will consult with each family to explain that Kidsoft is the central platform for maintaining and updating medical information to ensure their child's health and safety.	
4	Families must notify the Service through Kidsoft if any changes occur to their child's medical management plan or risk minimisation plan.	
5	The Nominated Supervisor/Centre Manager will communicate all relevant individual medical management information to kitchen staff and discuss strategies from the risk minimisation plan as outlined in Kidsoft.	
6	The Nominated Supervisor/Centre Manager will ensure medical information within Kidsoft is accessible to all relevant staff and kept up to date.	
7	Educators and staff will acknowledge they have reviewed and understood the information in Kidsoft relating to each child's medical management plan and risk minimisation plan.	
8	Staff and educators will sign the <i>Medical Management Staff Acknowledgement Form</i> (located on the <i>communication plan</i>) to acknowledge they have been provided with information relating to individual <i>medical management plans</i> and <i>risk minimisation plan</i> relating to children's health care needs, allergies, and medical conditions.	
9	A Medical Conditions Register will be maintained within Kidsoft to provide up-to-date details of all children with identified health care needs, allergies, or medical conditions.	

STEP 5 - REVIEW		
1	The Nominated Supervisor/Centre Manager will routinely check and review all <i>medical management plans, risk minimisation plans</i> every 12 months	
2	The Nominated Supervisor/Centre Manager will update and review the <i>Medical Conditions Register</i> every 6 months	
3	The Nominated Supervisor/Centre Manager will ensure <i>Risk minimisation plans</i> are reviewed at least annually or revised with each change to a child's <i>medical management plan</i>	

4	The Nominated Supervisor/Centre Manager will conduct a review of practices following a medical emergency at the Service, including an assessment of areas for improvement	
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IMPORTANT: Ensure a copy of the *Medical Conditions Policy* is provided to parents upon enrolment.

REVIEW OF PROCEDURE			
Procedure reviewed by:	Michelle Miles	Signature:	
Approved by:	Megan Richardson	Signature:	
Reviewed Date:	July 2025		
Modifications/Changes	Procedure implemented		