

Medical Conditions Policy

1. Authorisation

This policy was adopted by **bestchance** management and supported by the bestchance Kindergarten Cluster Reference Group on 27 February 2013.

2. Scope

This policy applies to all children enrolled at the kindergarten, their parents/guardians, educators, and committee as well as to other relevant members of the community, such as volunteers and visiting specialists.

3. Background and Relevant Legislation

Children can come to kindergarten with a range of medical conditions including; asthma, diabetes, epilepsy, anaphylaxis and other allergies. **bestchance** recognises that working in partnership with parents is essential to ensure that these children can participate in the program whilst having their medical needs met.

bestchance also recognises the importance of all educators/carers responsible for children with medical conditions having appropriate support and training to ensure that they can support these children.

Educators/carers and parents/guardians need to be made aware that it is not possible to achieve a completely risk-free environment in any kindergarten that is open to the general community. Instead **bestchance** recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of any child having a reaction or seizure.

For more information regarding the procedures to be followed for children enrolled with Asthma or who are at risk of anaphylaxis, please refer to those specific policies.

Legislation

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Public Health and Wellbeing Act 2008*
- *Health Records Act 2001*
- *Occupational Health and Safety Act 2004.*

4. Policy Statement

Values

bestchance believes that the safety and wellbeing of children with medical conditions is a whole-of-community responsibility. This kindergarten is committed to:

- Providing as far as practicable, a safe and healthy environment in which children with medical conditions can participate equally in all aspects of the children's program and experiences.
- Raising awareness about medical conditions amongst the kindergarten community and children in attendance.
- Actively involving the parents/guardians of each child in assessing risks, developing risk minimisation strategies and management strategies for their child.
- Ensuring each educator and other relevant adults has adequate knowledge of the relevant medical conditions in order to manage any incidents and implement emergency procedures.
- Facilitating communication to ensure the safety and wellbeing of children with medical conditions.

Purpose

The aim of this policy is to:

- Minimise the risk of a seizure, allergic reaction or other adverse event while the child is at the kindergarten.
- Ensure that educators respond appropriately to a seizure, allergic reaction or other adverse event, including competently administering medication.
- Raise the kindergarten community's awareness of medical conditions and their management through education and policy implementation.

5. Procedures and Responsibilities

5.1. bestchance will:

In all bestchance kindergartens:

- Ensure that each kindergarten is provided with a copy of this policy.
- Ensure that all staff maintain current First Aid, CPR, Anaphylaxis and Asthma certificates.
- Ensure that upon enrolment of a child with a diagnosed medical condition, that all educators are provided with information and/or training in the management of that medical condition.

5.2. The Nominated Supervisor will:

- Provide support to the other teachers in the centre to ensure they are able to complete the risk minimisation plans.

- Display an emergency contact card by the telephone.
- Liaise with **bestchance** and parents of children with medical conditions as needed.

5.3. The Teacher responsible for a child with a medical condition or will:

- Ask all parents/guardians as part of the enrolment procedure, prior to their child's attendance at the kindergarten, whether the child has a medical condition and document this information on the child's enrolment record.
 - Ask the parents/guardians to provide a medical management action plan signed by a Registered Medical Practitioner.
- Ensure that the medical management action plan is inserted into the enrolment record for each child. This will outline the medical condition and describe the prescribed medication for that child and the circumstances in which the medication should be used.
- Ensure that the child does not attend without this medical management action plan and any relevant medication.
- Ensure that the parents understand that their child cannot attend without a medical management action plan and any relevant medication.
- Ensure a copy of the child's medical management action plan is visible and known to all educators in the kindergarten.
- Ensure that all educators in the kindergarten know the location of any medication
- Ensure that the medical management action plan and any medication is carried by an educator accompanying the child when the child is removed from the kindergarten e.g. on excursions that this child attends.
- Ensure that a copy of this policy is provided to a parent or guardian of each child with a medical condition.
- Conduct an assessment of the potential for allergic reaction, seizure or other adverse event while children with a medical condition are in the kindergarten and develop a risk minimisation plan for the kindergarten in consultation with educators and the families of the child/children. (see schedule 3).
- Implement the communication plan (see schedule 4) and encourage ongoing communication between parents/guardians and educators regarding the current status of the child's medical condition, this policy and its implementation.
- Regularly check the medication expiry date.
- Use the enrolment checklist (schedule 2) to ensure that all responsibilities are met.

5.5. All educators will:

- Attend First Aid, CPR, Asthma and Anaphylaxis training as directed by **bestchance**.
- Upon enrolment of a child with a diagnosed Medical Condition, attend any other relevant training as directed by **bestchance**
- If the child needs to avoid a food or other allergen Comply with the procedures outlined in schedule 1 if this policy.
- Follow the child's medical management action plan in the event of an allergic reaction, seizure or other adverse event.
- In the situation where a child who has not been diagnosed with a medical condition, but who appears to be having a serious allergic reaction, seizure or other adverse event:
 - Call an ambulance immediately by dialling 000.
 - Commence first aid measures.
 - Contact the parent/guardian.
 - Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.

5.6. Parents/guardians of children will:

- Inform educators at the kindergarten, either on enrolment or on diagnosis, of their child's medical condition.
- Develop a risk minimisation plan with kindergarten educators.
- Provide educators with a medical management action plan signed by the Registered Medical Practitioner giving written consent to administer medication in line with this action plan.
- Provide educators with any relevant medication.
- Regularly check the medication expiry date.
- Assist educators by offering information and answering any questions regarding their child's medical condition.
- Notify the educators of any changes to their child's medical condition and provide a new medical management action plan in accordance with these changes.
- Communicate all relevant information and concerns to educators, for example, any matter relating to the health of their child.

- Comply with the kindergarten's policy that no child who has been prescribed medication is permitted to attend the kindergarten or its programs without that medication.
- If the child needs to avoid any food or allergen comply with the procedures outlined in schedule 1 of this policy.

6. Resources

- Australasian Society of Clinical Immunology and Allergy (ASCIA), at www.allergy.org.au, provides information on allergies. Their sample of Allergy Action Plan can be downloaded from this site. Contact details for Allergists may also be provided.
- Royal Children's Hospital, Department of Allergy, at www.rch.org.au, provides information about allergies and the services provided by the hospital.
- Diabetes Australia <http://www.diabetesaustralia.com.au/>
- Epilepsy Foundation <http://www.epinet.org.au/>

7. Evaluation

bestchance shall:

- Selectively audit enrolment checklists (e.g. annually) to ensure that documentation is current and complete.
- Discuss this policy and its implementation with parents/guardians of children with medical conditions to gauge their satisfaction with both the policy and its implementation in relation to their child.
- Respond to complaints and notify the Department of Education and Early Childhood Development (DEECD) within 48 hours.
- Review the adequacy of the response of the kindergarten if a child has an allergic reaction, seizure or adverse event and consider the need for additional training and other corrective action.

Schedule 1 Allergy Risk Minimisation – Educators Procedures

The following procedures should be discussed with the parents/guardians and revised as needed.

In relation to the child at risk:

- This child should only eat food that has been specifically prepared for him/her.
 - Where the kindergarten is preparing food for the child, ensure that it has been prepared according to the parent's instructions.
 - Some parents will choose to provide all food for their child.
- All food for this child should be checked and approved by the child's parent/guardian and be in accordance with the risk minimisation plan.
- Bottles, other drinks and lunch boxes, including any treats, provided by the parents/guardians for this child should be clearly labelled with the child's name.
- There should be no trading or sharing of food, food utensils and containers with this child.
- In some circumstances it may be appropriate that a highly allergic child does not sit at the same table when others consume food or drink containing or potentially containing the allergen. However, children with allergies should not be separated from all children and should be socially included in all activities.
- Parents/guardians should provide a safe treat box for this child.
- Increase supervision of this child on special occasions such as excursions, incursions or family days.

In relation to other practices at the kindergarten:

- Ensure tables and bench tops are washed down after eating.
- Ensure hand washing for all children upon arrival at the kindergarten, before and after eating.
- Restrict use of food and food containers, boxes and packaging in crafts, cooking and science experiments, depending on the allergies of particular children.
- Educators should discuss the use of foods in such activities with parents/guardians of a child at risk of anaphylaxis and these foods should be consistent with the risk minimisation plan.
- All children need to be closely supervised at meal and snack times and consume food in specified areas. To minimise risk, children should not 'wander around' the Centre with food.
- Educators should use non-food rewards, for example stickers, for all children

- Food preparation personnel (educators and volunteers) should be instructed about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.

If required by the Risk Minimisation Plan, all parents/guardians will be asked not to send food containing specified allergens or ingredients.

Schedule 2 Enrolment Checklist for Children with Medical Conditions

- ❑ A risk minimisation plan is completed in consultation with the parent/guardian, which includes strategies to address the particular needs of each child and this plan is implemented.
- ❑ Parents/guardians of a child with a Medical Condition have been provided a copy of the kindergarten's Anaphylaxis Management Policy.
- ❑ Medical management action plan for the child is signed by the child's Registered Medical Practitioner and is visible to all educators.
- ❑ Medication (within expiry date) is available for use at any time the child is at the kindergarten.
- ❑ All educators, including relief educators, are aware of medication location and the location of the medical management action plan.
- ❑ A treat box is available for special occasions (if relevant) and is clearly marked as belonging to the child with the Medical Condition.
- ❑ Parent/guardian's current contact details are available.
- ❑ If food is prepared at the kindergarten, measures are in place to prevent contamination of the food given to the child.

Schedule 3 Sample Risk Minimisation Plan

The following suggestions may be considered when developing or reviewing a child's risk minimisation plan in consultation with the parents/guardians.

How well has the kindergarten planned for meeting the needs of children with Medical Conditions?	
1. Who are the children?	<ul style="list-style-type: none">List names and session times of each of the at risk children
2. Are there any allergies or "triggers" that need to be avoided?	<ul style="list-style-type: none">List all of the known allergens/triggersList potential sources of exposure to each known allergen/trigger and strategies to minimise the risk of exposure. This could include requesting that certain foods/items not be brought to the kindergarten.
3. Does everyone recognise the at risk children?	<ul style="list-style-type: none">List the strategies for ensuring that all educators, including relief educators, recognise each of the childrenConfirm where each child's Action Plan (including the child's photograph) will be displayed

Do families and educators know how the kindergarten manages Medical Conditions?
<ul style="list-style-type: none">Record when each family of child with a medical condition is provided a copy of the policy.Record when each family provides medication.Test that all educators, including relief educators, know where the medication kit is kept for each at risk child.Regular checks of the expiry date of medication is undertaken by teacher and the families of each child.Kindergarten writes to all families requesting that specific procedures be followed to minimise the risk of exposure to a known allergen/trigger. This may include requesting the following are not sent to the kindergarten:<ul style="list-style-type: none">Food containing the major sources of allergens, or foods where transfer from one child to another is likely, for example peanut, nut products, whole egg, chocolate, sesame.Food packaging of risk foods (see known allergens at Point 2), for example cereal boxes, egg cartons and so on.A new written request is sent to families if the food allergens/triggers change.Ensure all families are aware of the policy that no child who has been prescribed medication is permitted to attend the kindergarten without that device.Medication and the medical management action plan is carried by an educator when the child is removed from the kindergarten e.g. on excursions.

Do all educators know how the kindergarten aims to minimise the risk of a child being exposed to an allergen?

- Think about times when the child could potentially be exposed to allergens/triggers and develop appropriate strategies, including who is responsible for implementing them (See following section for possible exposure scenarios and strategies).
- Hygiene procedures and practices are used to minimise the risk of contamination of surfaces, food utensils and containers by food allergens/triggers.
- Consider the safest place for the child to be served and consume food, while ensuring they are socially included in all activities, and ensure this location is used by the child.
- Kindergarten develops procedures for ensuring that each child only consumes food prepared specifically for him/her.
- Ensure each child enrolled at the kindergarten washes his/her hands upon arrival, before and after eating.
- Teaching strategies are used to raise awareness of all children about the medical conditions and no food sharing with the at risk child/ren and the reasons for this.
- Bottles, other drinks and lunch boxes provided by the family of the child should be clearly labelled with the child's name.
- A safe 'treat box' is provided by the family of each at risk child and used by the kindergarten to provide 'treats' to the at risk child, as appropriate.

Do relevant people know what action to take if a child has an allergic reaction, seizure or adverse event?

- Know what each child's medical management action plan says and implement it.
- Know who will administer the First Aid and stay with the child, who will telephone the ambulance and the parents, who will ensure the supervision of the other children, who will let the ambulance officers into the kindergarten and take them to the child.
- All educators with responsibilities for children with medical conditions have undertaken training if appropriate.

How effective is the kindergarten's risk minimisation plan?

- Review the risk minimisation plan with families of children at least annually, but always upon enrolment of each child and after any incident or accidental exposure.

Possible exposure scenarios and strategies

Scenario	Strategy	Who
Party or celebration	Give plenty of notice to families about the event.	Qualified Staff
	Ensure a safe treat box is provided for the at risk child.	Parent/ Educators
	Ensure the at risk child only has the food approved by his/her parent/guardian.	Educators
Protection from insect bite allergies	Specify a range of foods that families may send for the party and note particular foods and ingredients that should not be sent.	Primary Nominee
	Specify play areas that are lowest risk to the at risk child and encourage him/her and peers to play in the area.	Educators
	Decrease the number of plants that attract bees.	Committee
Latex allergies	Ensure the at risk child wears shoes at all times outdoors.	Educators
	Quickly manage any instance of insect infestation. It may be appropriate to request exclusion of the at risk child during the period required to eradicate the insects.	Committee
	Avoid the use of party balloons or contact with latex gloves.	Educators
Cooking with children	Ensure parents/guardians of the at risk child are advised well in advance and included in the planning process. Parents may prefer to provide the ingredients themselves.	Educators

Schedule 4 Communication Plan

Upon enrolment of a child with a medical condition, the teacher will implement this Communication Plan

1. All educators (including relievers) are aware of and have read this Medical Conditions Policy.

Educators to initial here:

2. All educators (including relievers) have read the Action Plan and Risk Minimisation Plan for each child with a medical condition.

Name of Children	Educators Initials				

3. Parents/guardians have been informed that they must advise the teacher about any changes to the child's medical condition and any subsequent changes required to the Risk minimisation Plan and Action Plan. Parents/guardians have been informed of the best way to communicate this.

Yes

Teacher's Name : _____

Signature : _____