



# Medical Conditions Policy.

## OBJECTIVE

Busy Bees Early Learning Australia aim to ensure staff feel comfortable and competent when having to manage specific medical conditions, including Asthma, Anaphylaxis, Diabetes and Epilepsy, and whilst administering medication to children. Busy Bees takes its responsibility to care for and protect children and employees with medical conditions seriously and ensure their health and wellbeing at all times.

## SCOPE

Children, Staff, Visitors, Volunteers, Families and Management

## POLICY

Busy Bees Early Learning Australia is committed to adhering to private and confidential procedures when dealing with individual health requirements. All employees and volunteers will be informed of medical and medication policies and related procedures upon their commencement at the Service, and any family or employee with an identified medical need will be provided a copy of this policy.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy or relevant medical condition is enrolled at the Service, or team member is employed. Therefore, comprehensive Medical Management Plans must be provided and implemented to ensure individual health and safety. A Medical Conditions Risk Minimisation and Communication Plan must also be in place for all children and employees prior to commencing at the Service, or upon diagnosis.

Upon enrolment Families will be required to sign permissions relating to the administration of medications, provide information about their child's health care needs, allergies, medical conditions and medication, provide any Medical Management Plans that are in place, assist in creating a Medical Conditions Risk Minimisation and Communication Plan, and update the Service of changes to their child's needs. All medical plans must be reviewed and updated at least annually.

In the event of an incident relating to a child or employees specific health care need, the medical management plans that have been developed for the individual will be followed.

Any child or employee with a specific medical condition cannot attend the Service unless their medication is present. The Service reserves the right to temporarily suspend care to a child who is brought to the Service without access to medication prescribed by their medical practitioner in relation to their specific health care need, allergy or relevant medical condition. The Service will not retain generic asthma or anaphylaxis medications on site.

Medication will not be administered to a child without written authorisation. In the case of an emergency it is acceptable to obtain verbal consent from a parent, authorised person, or a registered medical practitioner or medical emergency Services if the child's parents cannot be contacted. In the case of an asthma or anaphylaxis emergency, medication can be administered without authorisation. Employees will only administer medication as recommended by a pharmacist, doctor or health care practitioner, and be aware of their accountability when administering medication.

Children who self-administers medication must be six years of age or older, and have written approval on their Enrolment Form. An Authorisation to Self-Administer Medication form must be completed by the parent prior to the child self-administering, and the dosage taken in the presence of two staff members.

Safe principles and practices are documented, along with appropriate hygiene practices and attention to detail at all times during administration of medication. Such practices are reflected upon during discussions with families and employees. Accurate records relating to all medical conditions and medication will be retained in enrolment profiles and maintained in accordance with legislation.



LAST REVIEWED	1/06/2021	Polices are reviewed per the policy evaluation cycle	VERSION	2	PAGE	1 OF 4
DOCUMENT NUMBER	QA2.7	This document is uncontrolled when printed and may be varied, replaced or terminated without notice.				



# Medical Conditions Policy.

Medical Conditions Risk Minimisation and Communication Plan Audits will be kept up to date for all children and employees who have medical management plans in place. All medical management plans must remain current at all times and be reviewed and updated at least annually or as any changes to the plan are made.

Medication audits will be conducted quarterly to ensure any medication on site remains in date at all times.

Busy Bees employees will hold current first aid qualifications and any licensing and legislative requirements, participate in professional development training, and will be appropriately trained to the child's specific medical condition. I.e. employees who are directly responsible for providing care to children diagnosed with Diabetes or Epilepsy will undertake relevant training in order to provide effective management.

## Anaphylaxis

The key to the prevention of anaphylaxis and response to anaphylaxis within the Service is awareness and knowledge of those children who have been diagnosed as at risk, awareness of allergens that could cause a severe reaction, and the implementation of preventative measures to minimise the risk of exposure to those allergens. It is important to note however, that despite implementing these measures, the possibility of exposure cannot be completely eliminated. Communication between the Service and families is vital in understanding the risks and helping children avoid exposure.

Adrenaline given through an adrenaline autoinjector (such as an EpiPen® or Anapen®) into the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis. Families must ensure their child's prescribed medication is provided and remains in date at all times the child is at the Service. All Busy Bees employees will be appropriately trained in the administration of adrenaline autoinjectors.

To minimise the risk of anaphylaxis, Busy Bees Services will apply Allergy Awareness guidelines where it is known that a child who is being educated and cared for is susceptible to severe allergy or anaphylaxis to a particular food. We are mindful that a variety of allergies may exist, and therefore it is not possible to exclude all foods that can cause an allergic reaction. As nut and egg allergies are among the most common, they may take precedence.

Children with a known food allergen will have their meals prepared and stored separately from standard meals, and employees will take all measures to ensure that only the food prepared for that child is served.

An Allergy Aware notice will be displayed in the main entrance of the Service to notify all stakeholders of any known allergens that pose a risk to a child or employee, helping to minimise the risk of exposure.

## Asthma

Asthma is a chronic health condition, which is one of the most common reasons for childhood admission to hospital. Correct asthma management will assist to minimise the impact of asthma. Children under the age of six usually do not have the skills or ability to recognise and manage their own asthma effectively. With this in mind, Busy Bees recognises the need to educate its employees and families about asthma and to implement responsible asthma management strategies.

Families are required to provide an adequate supply of approved asthma medication and equipment for their child and remains in date at all times. Asthma attacks will be documented and families will be notified as soon as practicable.



LAST REVIEWED	1/06/2021	Policies are reviewed per the policy evaluation cycle	VERSION	2	PAGE	2 OF 4
DOCUMENT NUMBER	QA2.7	This document is uncontrolled when printed and may be varied, replaced or terminated without notice.				



# Medical Conditions Policy.

## Diabetes

Diabetes in children can be a diagnosis that has a significant impact on families and children. It is imperative that employees within the Service understand the responsibilities of diabetes management to reduce the risk of emergency situations and long-term complications. Most children will require additional support from the Service and Educators to manage their diabetes whilst in attendance.

Busy Bees aim to minimise the risk of a diabetic medical emergency occurring for any child whilst at our Service by supporting young children and people with diabetes, working in partnership with families and health professionals, and following the child's Medical Management Plan.

There are 2 types of diabetes:-

- Type-1 Diabetes is an autoimmune condition, which occurs when the immune system damages the insulin producing cells in the pancreas. This condition is treated with insulin replacement via injections or a continuous infusion of insulin via a pump. Without insulin treatment, type-1 diabetes is life threatening.
- Type-2 Diabetes occurs when either insulin is not working effectively (insulin resistance) or the pancreas does not produce sufficient insulin (or a combination of both). Type-2 diabetes accounts for between 85 and 90 per cent of all cases of diabetes and usually develops in adults over the age of 45 years but is increasingly occurring at a younger age. Type-2 diabetes is unlikely to be seen in children under the age of 4 years old.

Busy Bees employees will know which children are diagnosed with diabetes, the location of their monitoring equipment, diabetes Medical Management Plans and any prescribed medications, and the location of glucose foods or sweetened drinks to treat hypoglycaemia (low blood glucose), e.g. glucose tablets, glucose jellybeans, etc. Busy Bees will ensure employees are trained by an external diabetic approved trainer to recognise the symptoms of a diabetic emergency and treat appropriately, perform finger-prick blood glucose or urinalysis monitoring as required, and will act by following the child's diabetes Medical Management Plan.

Families are required to provide an adequate supply of approved medication, glucose foods and equipment for their child and remains in date at all times.

## Epilepsy

Epilepsy refers to recurring seizures where there is a disruption of normal electrical activity in the brain that can cause momentary lapses of consciousness, or sudden loss of body control. The effects of epilepsy can vary, some children will suffer no adverse effects while epilepsy may impact others greatly. Some children with epilepsy may have absence seizures where they are briefly unconscious. Busy Bees will implement inclusive practices to cater for the additional requirements of children with epilepsy in a respectful and confidential manner. All epileptic seizures will be recorded according to the epilepsy Medical Management Plan.

## Medical Conditions Risk Minimisation and Communication Plans

A Medical Conditions Risk Minimisation and Communication Plan is required for all children and employees who have a medical need that requires specific management. The document must be completed in consultation with the family or employee, the Service and the medical practitioner prior to the child's enrolment or employee commencing, or as soon as a medical need has been diagnosed.

The plan must contain a photograph to assist in identifying the person, and to align with our privacy policies, Medical Plans are required to be signed as acknowledgement that the plan will be displayed in the Service.



LAST REVIEWED	1/06/2021	Policies are reviewed per the policy evaluation cycle	VERSION	2	PAGE	3 OF 4
DOCUMENT NUMBER	QA2.7	This document is uncontrolled when printed and may be varied, replaced or terminated without notice.				



# Medical Conditions Policy.

The family or employee will be provided the Medical Conditions Risk Minimisation and Communication Plan and they are required to take it to the medical practitioner to have them complete the first section (PART A: Medical Details) which contains specific medical information.

In cases where an ASCIA Action Plan has been provided by the medical practitioner, all parts of the Busy Bees Medical Conditions Risk Minimisation and Communication Plan must still be completed.

The Risk Minimisation (PART B) is to be developed in consultation with the Service and the family or employee to ensure that the potential risks relating to the specific medical need are assessed and minimised. Practices will be developed in relation to safe food preparation, consumption and service, and all relevant practices and procedures are discussed and assessed. Any variations identified will be documented with strategies to minimise the risk.

The Communication (PART C) is to be developed in consultation with the Service and the family or employee to ensure that effective avenues of communication are in place especially for the families to advise of any changes, and for staff to provide information back regarding their child. The plan has been developed to ensure relevant team members are informed about the management of medical conditions and associated policy and procedures. The plan also outlines how staff and volunteers are informed of medical conditions, related policies, and the management and risk minimisation plans.

Busy Bees will ensure that children diagnosed with medical conditions are not discriminated against in any way and are able to participate fully in all programs and activities at the Service.

## RELATED DOCUMENTS

Enrolment Form, Medical Conditions Risk Minimisation and Communication Plan, Employee and Family Handbooks, Health & Hygiene Policy, Administration of Medication Policy, Medication Authorisation Record, Authorisation to Self-Administer Medication, Emergency Medication Authorisation, Incident, Injury, Trauma and Illness Policy, Incident, Injury, Trauma and Illness Record, Confidentiality and Privacy Policy, Supervision Policy, First Aid Policy, Work Health and Safety Policy, Medication Audit.

## GOVERNANCE

National Law and National Regulations - Regulation 90 91 92 93 94 95 96

National Quality Standards - Quality Area 2 Standard 2.1, 2.2 Element 2.1.1, 2.1.2, 2.1.3, 2.2.1

## REFERENCES

[The Department of Health](#)

[ASCIA Anaphylaxis](#)

[The Centre for Community Child Health](#)

[Staying Healthy 5<sup>th</sup> Edition](#) - Preventing infectious diseases in early childhood education and care Services

[Diabetes Australia](#)

[Education and Care Services Nation Regulations](#)

[ACECQA - Australian Children's Education and Care Quality Authority](#)

[National Quality Framework](#)

## VERSION CONTROL

Version	Date	Owner	Responsibility	Change Description
1	01/10/2019	Chief Operating Officer	Policy Development Officer	Replaces all previous Medical Conditions Policies.
2	01/06/2021	Chief Operating Officer	Policy Development Officer	Policy Reviewed



LAST REVIEWED	1/06/2021	Policies are reviewed per the policy evaluation cycle	VERSION	2	PAGE	4 OF 4
DOCUMENT NUMBER	QA2.7	This document is uncontrolled when printed and may be varied, replaced or terminated without notice.				