

Children's Health & Safety

Medical Conditions Policy.

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

- Care** We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.
- Quality** We maintain the highest standards in care and safety and provide exceptional early years education.
- Service** We provide exceptional service and are integral to supporting parents bringing up children.
- Value** We provide outstanding value for our families.



Medical Conditions Policy.



Children are supported to feel physically and emotionally well and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they have a medical condition or are unwell. Busy Bees Early Learning Australia will act in the best interests of the children and ensure the health, safety and wellbeing of all children being educated and cared for at the service.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 - Children's Health and Safety	
2.1 - Health	2.1.2 - Health Practices and Procedures
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management
	2.2.3 - Child Protection
QUALITY AREA 6 - Collaborative Partnerships with Families and Communities	
6.1 - Supportive Relationships with Families	6.1.2 - Parents Views are Respected
QUALITY AREA 7 - Governance and Leadership	
7.1 - Governance	7.1.2 - Management Systems
7.2 - Leadership	7.2.3 - Development of Professionals

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law - 167)
Part 4.2	Children's Health and Safety (Reg - 90, 91, 92, 93, 94, 95, 96)

RELATED POLICIES	
Administration of Medication Policy Confidentiality and Privacy Policy Health and Hygiene Policy First Aid Policy	Incident, Injury, Trauma and Illness Policy Supervision Policy Work Health and Safety Policy

PURPOSE

Busy Bees Early Learning Australia aim to ensure employees 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 take responsibility to care for and protect children and employees with medical conditions seriously and always ensure their health and wellbeing.

SCOPE

Children, Busy Bees Employees, Management, Visitors, Volunteers and Families

POLICY

Busy Bees Early Learning Australia will act in the best interests of the children including adhering to private and confidential procedures when dealing with individual health requirements. All employees, volunteers and parents will be informed of dealing with medical and medication policies and related procedures upon their commencement at the Service. Any Family or employee with an identified medical need will be provided a copy of this policy.

Busy Bees will ensure the dealing with medical conditions policy and procedures are met, the appropriate medical management plans, and risk assessments are completed, and all relevant actions are managed to minimise the risks to the child's health (regulation 91).



There are several 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. In collaboration with the Family/carers or employee if they have a condition, a Medical Conditions Risk Minimisation and Communication Plan must also be developed and in place for all children and employees prior to commencing at the Service, or upon diagnosis.

We ask that if your child has a specific health care need, allergy, or relevant medical condition, you disclose details and provide a current Medical Management Action Plan upon enrolment to ensure we can appropriately manage their needs. A Medical Conditions Risk Minimisation and Communication Plan will **be prepared with you, and in consultation with your child's medical practitioner, prior to your child commencing care.** You will need to inform the Service immediately of any changes to your child's needs or medical plan and update their plan annually. Please note, your child cannot attend the Service without a completed and current plan, or without their required medication.

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-administer 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 employees.

Safe principles and practices are documented, along with appropriate hygiene practices and attention to detail always 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.

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 always remain current 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 always remains in date.

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 for children diagnosed with Diabetes or Epilepsy will undertake relevant training to provide effective management.

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.

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 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 always provided and remains in date 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 as per the Nutrition and Food Safety Policy, and employees will take all measures to ensure that only the food prepared for that child is served.

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. 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 always remains in date.

Asthma attacks will be documented, and families will be notified as soon as practicable.

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 always remains in date.

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.

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 **Medical Details (PART A)** which contains specific medical information.

In cases where an ASCIA Action Plan has been provided by the medical practitioner, only Parts B and C of the Busy Bees Medical Conditions Risk Minimisation and Communication Plan must be completed. The ASCIA Management Plan and Busy Bees document must always remain together.

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 employees 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.

Ceasing Medical Management Plans

When a child's medical condition no longer applies, and a management plan and/or medication is no longer required (e.g. they have grown out of a known allergy), a letter from the child's medical practitioner must be provided to the Service.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Staying Healthy: 5th Edition Preventing infectious disease in childcare](#)

[ASCIA Anaphylaxis](#)

[The Centre for Community Child Health](#)

[Diabetes Australia](#)

[ASCIA Anaphylaxis](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions
2	13/12/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Included ceasing management plan

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.