

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.





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 – 165, 167, 172)
Part 4.2	Children’s Health and Safety (Reg – 89, 90, 91, 92, 93, 94, 95, 96, 136, 162,168,170, 173,175)

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 families will be informed of dealing with medical and medication policies and related procedures upon their commencement at the Service. Any family of a child 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).

Busy Bees will ensure personal information provided by families is collected, used, shared as needed, stored and destroyed (when no longer needed) according to the relevant Privacy Act in that state.

There are several factors 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, we ask that if a child has a specific health care need, allergy, or relevant medical condition, details are disclosed upon enrolment to ensure we can appropriately manage their needs. Comprehensive Medical Management Plans must be provided and implemented to ensure individual health and safety prior to commencement.

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

All medical management plans must remain current and be reviewed and updated at least annually or as any changes to the plan are made. Families and employees must inform the Service immediately of any known changes. Accurate records relating to all medical conditions and medications will be retained in child enrolment and employee 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.

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.

A copy of the child's medical management plan is visibly displayed (in an area not generally available to families and visitors) but known to all staff and volunteers in the Service with authorisation to display obtained from parent/guardian.

## Medication

Any child or employee with a specific medical condition requiring medication cannot attend the Service unless their medication is present. Busy Bees 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.

Whenever a child at risk of anaphylaxis, or has been diagnosed with Asthma, Epilepsy, or Diabetes is enrolled at Busy Bees, or newly diagnosed, all employees will be told:

- the child's name and room
- where the child's Medical Action Plan for their Medical Condition is located, as well as where their required prescribed medication has been stored

Administration of medication to a child is authorised if an authorisation to administer the medication is recorded in the medication record for that child; or in the case of an emergency, is given verbally by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

The administration of medication record must be completed anytime a child is administered the medication required for their medical condition.

Exception to the authorisation requirement, medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the nominated supervisor must ensure that a parent of the child and emergency services are notified as soon as practicable.

As per Regulation 96, children who self-administer medication must be six years of age or older and have written approval, and 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.

Busy Bees Services will maintain general use anaphylaxis and asthma medications to be used in case of medical emergencies in children and employees.

## Contraindication

In medicine, a contraindication is a condition (a situation or factor) that serves as a reason not to take a certain medical treatment due to the harm that it would cause the patient. Busy Bees requests the family advise of contraindication to general use medications in writing which will be recorded in the child's enrolment profile.

## Training

Busy Bees employees will hold current first aid qualifications including anaphylaxis and asthma, 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.

Busy Bees Service Managers and Responsible Persons will be appropriately trained in the management of anaphylaxis and administration of adrenaline autoinjectors.

## Planned Emergency Rehearsals

Medical emergency response drills (like a fire drill) will be practised and assessed to make sure employees understand medical emergency procedures and know what to do in emergencies.

## Allergy Awareness

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.

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.

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.

## Anaphylaxis

The key to the prevention of anaphylaxis and response to anaphylaxis within the Service is awareness and knowledge of those 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.



If a child has been diagnosed with anaphylaxis an individualised anaphylaxis care plan will be required from a doctor. The plan must include written permission to display the ASCIA Action Plan in appropriate places and the information in the plan shared with Busy Bees Employees.

The individualised anaphylaxis care plan will be reviewed when a child's allergies change, after exposure to a known allergen while attending Busy Bees, or before any special activities (such as off-site activities) to make sure information is up to date and correct, and any new procedures for the special activity are included.

## Adrenaline injectors

### Prescribed adrenaline injectors

Children prescribed with an adrenaline injector will be required to make one device available to the service while in the care of the Busy Bees. Families are responsible for supplying the prescribed adrenaline injector within expiry, and ensuring their child's prescribed medication is always provided when the child is at the Service.

The child's adrenaline injector (and any other medication) must be in the original container with original label with the name of the child and best before date and placed in a location easily available to staff (not locked away), but not to children. Staff will be informed of the location/s of the prescribed adrenaline injectors. The adrenaline injector will be stored at room temperature (not in the fridge) and away from direct heat and sunlight.

Prescribed adrenaline injectors and individual ASCIA Action Plans must be taken whenever the child goes to off-site activities.

### General use adrenaline injectors

Busy Bees will have at least one general use adrenaline injector per service, stored with the Service's main fixed First Aid box. Employee's will be informed of the locations of the general use adrenaline injectors. The Service will check the use by date of this as part of the routine first aid kit audit.

An assessment will be undertaken to determine how many general use devices are required by each service, including devices to be taken on off-site activities. An Orange ASCIA First Aid Plan for Anaphylaxis poster will be displayed.

The general use adrenaline injector can be used if a child with a prescribed adrenaline injectors device is expired or not administered correctly, requires a second dose, or if a child does not have a prescribed device and they are experiencing an anaphylaxis emergency.

A child with no history of anaphylaxis may have their first anaphylaxis whilst at the service. If Busy Bees employees assess and suspect a child, employee or visitor may be having anaphylaxis, the general use adrenaline injector should be administered using the ASCIA First Aid Plan for Anaphylaxis to the individual immediately, and an ambulance called. If a general use adrenaline injector is not available, employees will follow the ASCIA First Aid Plan including calling an ambulance.

## 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. We are committed to ensuring employees maintain current training in Asthma First Aid and have adequate knowledge of the signs and symptoms of asthma to ensure the safety and wellbeing of the children

Busy Bees employees, together with the family of a child with asthma, will discuss and agree on a risk minimisation and communication plan for the emergency management of an asthma attack based on the child's asthma medical management action plan. This plan will be included as part of the enrolment record and all employees are to be aware of children's medical management and risk management plans.

The plan will assess and minimise risks relating to the child's diagnosed health care need including any known allergens. Strategies for minimising the risk are developed and implemented.

The medical management and risk minimisation plans are to be updated whenever the child's medical management plan is changed or updated.

The child's Ventolin (and any other medication) must be in the original container with original label with the name of the child and best before date and placed in a location easily available to staff (not locked away), but not to children.

Employees will be made aware of the location of the medication. The Ventolin (and any other medication) will be stored at room temperature (not in the fridge) and away from direct heat and sunlight.

Prescribed Ventolin (and any other medication) and individual Asthma Action Plans are taken whenever the child goes to off-site activities.

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

### General use Asthma Medication

Busy Bees will have at least one general use Ventolin (and spacer) per service, stored with the Service's main fixed First Aid box. Employee's will be informed of the locations of the general use Ventolin. An assessment will be undertaken to determine how many general use devices are required by each service, including Ventolin to be taken on off-site activities. First Aid for Asthma and Asthma Action Plans to be displayed in the service. The Service will check the use by date of this as part of the routine first aid kit audit.

The general use Ventolin can be used if a child with a prescribed Ventolin device is expired or not administered correctly, requires a second dose, or if a child does not have a prescribed device and they are experiencing an asthma emergency.

### 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.

In the event of an epileptic seizure, medical management action plans will be followed. Children or employees will be protected from injury by removing any hazards, first aid practices will be implemented, and emergency services will be called immediately.

All epileptic seizures will be recorded according to the epilepsy Medical Management Plan and Epilepsy Seizure Record.

## 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 (where required) 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 Condition management plans are required to be signed by the parent 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 or National Allergy Council Asthma 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 or Asthma 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.

All new and updated medical management plans must be communicated by the Service Manager to employees and volunteers upon receiving them.

## 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.

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.

## SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations \(Amended 2023\)](#)

[Education and Care Service National Law Act 2010 \(Amended 2023\)](#)

[Early Childhood Australia](#)

[Staying Healthy: 6th 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
3	01/07/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Revised to include general use medication
4	August 2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	External consultant review

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