

Konomi Kindergarten

Medical Condition Policy and Procedure/ Health Management

QUALITY AREA2; CHILDREN'S HEALTH AND SAFETY

Statutory Legislation & Consideration

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulation 2011, 90 (1) (2) (3), 91, 92, 93(1) (2) (3), 95, 94(1) (2) (3), 96 (over age of preschool), 168-2-d
- *Occupational Health and Safety Act 2000 and Regulations 2001 (NSW)*
- Australian Food Standards Code. Dietary Guide for Children
- Link to Standard 2.1

Policy statement

This policy reflects our philosophy: "We believe in the rights and best interests of the child and this will guide our practice". Konomi Kindergarten has a duty of care to facilitate effective care and health management of children who have medical condition and are taking medications for health purposes, prevention and management of acute episodes of illness or medical emergencies including asthma, diabetes, or diagnoses that a child is at risk of anaphylaxis and administration of medication, and compliance with the Regulation.

Procedures

1. At enrolment, the nominated supervisor will obtain information on children's health and care & support plans to be followed in emergencies for children at risk
2. In all cases of medical condition including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, staff will follow the child's health care support plan and medication will be administered according to child's health care need.
3. A child at risk of food anaphylaxis should only eat lunches and snacks that have been prepared at home. Children should not swap or share food, food utensils and food containers.
4. The enrolment page on health condition is required to be filled out and signed by the parents and if the child is at risk of an acute condition and requires medication, they must have medical management plan and his/her medication prescribed by the child's doctor prior to child's attendance, otherwise our service will refuse to care for the child and enrolment will be cancelled when parents refuse to provide required information for appropriate care of the child.
5. For children with an acute health condition, parents will be required to update the child's health information every 6 months. A questionnaire will be sent home for updating information or parents communicate with room educator of any changes any time
6. To minimise the risk, an individual meeting will be held with parents of children who are at risk at enrolment to make a plan for specific health care needs such as food preparation and handling. (see our food serving system)
7. To ensure safety of children at health risk, all parents are informed of food allergens and procedures to follow
8. At enrolment parent's permission will be obtained to display their children's information on acute health condition of enrolled children in the service for staff to recognise, be aware and able to manage the child's care
9. Parents always will be informed of any incident
10. To ensure that food safe handling, preparation and service of food is developed for staff to implement including separate sitting arrangement but not isolated. (see our food serving system)
11. To ensure that children with medical condition are managed according to their plans, only primary caregivers will be administering medications and serving food to the children with medical condition.
12. Staff will check to ensure that a child's medication has been prescribed by the child's medical practitioner in relation to the child's condition. Medication must be received on child's arrival, otherwise parent will be informed that the child will not attend without the medication.
13. Parent are asked to inform the kindergarten of any changes to the medical management plan & risk minimising plan. An appointment can be arranged with the supervisor, and whenever possible the class Educator to discuss these changes. New plans will replace the existing ones and all other staff will be notified of the changes. (Changes to the medical management must be signed by child's medical practitioner)

14. A copy of medical condition policy will be given to the parents of the children who are identified as specific health care need at enrolment.
15. All medication administered to children will be recorded in a form, including name of the medication, date, times, dosage, signed by the parents, educators and witnesses, (see our administration of medication & record, 2. 5)
16. Food serving induction for anaphylaxis condition will be developed and displayed in relevant rooms
17. For administration of inhaler for Asthma condition, management plan will be developed and displayed in relevant room(see asthma policy & procedures,2. 4)
18. Emergency procedures will be developed for all medical conditions and accidents and will be displayed for staff to follow in emergencies
19. For administration of EpiPen, please see special diet/Anaphylaxis & food allergy management. “instruction of use of EpiPen” also administration of medication policy & procedures.
20. Staff will be attending relevant training to update their understanding and skills
21. For administration of medication please see our administering medication policy & procedure
22. If a serious incident occurs at the service requiring a child to receive medical, or hospital treatment the following are to be notified:
 - a. The parent/guardian of the child
 - b. The Approved Provider
 - c. Regulatory Authority / The Department of Education and Communities within 24 hours (Form SI01 Notification of Serious Incident)

Key Resources

National Health and Medical Research Council. (2012). *Staying healthy in child care: Preventing infectious disease in child care (5th ed.)*. Canberra

Asthma and the under 5's: Guidelines for Childcare Services,

Kindergartens & Preschools, Asthma Australia, 1998. *Asthma: the Basic Facts*, Asthma

Australia, 2002: www.asthmaaustralia.org.au; *Australian First Aid*, St. John Ambulance

Australia, 2002: www.stjohn.org.au.

Anaphylaxis in schools and other childcare settings. AAAAI Board of Directors. American Academy of Allergy, Asthma ASCIA June 2004. **The Australasian Society of Clinical Immunology and Allergy (ASCIA) is the peak professional body of Clinical Allergists and Immunologists in Australia and New Zealand.** Website: <http://www.allergy.org.au/>

Policy reviewed: March 2015

Next Review date: March 2016/earlier when need to.