

Please read and implement this procedure in conjunction with the definitions (appendix 1) and relevant medical condition guideline (found in C&K's Policy Library).

****** Important ******

A child with a diagnosed medical condition cannot commence enrolment until:

- ★ Centre has a current medical management plan that has been prepared and authorised (date and signed) by a doctor.
- ★ A risk minimisation plan has been developed, documented and all centre staff have completed the acknowledgement table.
- ★ A communication plan has been implemented and documented to ensure all staff are aware of child's medical condition and health needs.

AND

A child with a diagnosed complex medical condition cannot commence enrolment until:

- The centre Director has notified their ECEM/ECEC and WIA.
- Relevant teachers / educators have completed appropriate training.
- If applicable, adequate number of teachers / educators have 'volunteered to perform specialised health procedure' and completed appropriate training.

Prior to child commencing or immediately after new or changed diagnosis

① Parent / Guardian

○ Notify centre of child's diagnosed medical condition

- Notify centre prior to commencement via wait list application or Enrolment Booklet / Online Enrolment Form or if child is already enrolled, immediately inform centre Director after new or changed diagnosis.
- Obtain a current (no more than 6mths old) medical management plan (and action plan if applicable), prepared and authorised by (signed and dated) by a doctor / medical practitioner with current photo of child. Medical management plan templates are available on C&K's website (www.candk.asn.au/policies).



② Centre Director

○ ★ Review health information of all children received via wait list application and / or Enrolment Booklet / Online Enrolment Form.



③ Centre Director

○ Does the child have a complex medical condition?
Refer to appendix of this procedure for definitions

- If No, proceed to step 5.
- If Yes, immediately inform Early Childhood Education Manager / Consultant (ECEM/C) and Wellbeing Inclusion Advisor (WIA) for advice and support.



④ Centre Director

○ (When child has a complex medical condition) In consultation with the WIA and C&K L&D Team commence sourcing possible training provider i.e. qualified health practitioner, recognised organisation or medical condition peak body

- The cost of training is allocated to the centre PD budget.
- Min. of 2 teachers / educators must complete training prior to child commencing. Childcare centres may require more than 2 teachers / educators trained.
- If an existing child is diagnosed, centre Director and WIA, Regional Manager (RM) to determine other risk minimisation strategies until teachers / educators have completed training.



⑤ Centre Director

○ Schedule and facilitate a formal meeting with parents / guardians (and relevant other educators / teachers and external professionals) to discuss and plan for child's medical condition and health needs.

At meeting Centre Director will:

- Refer to and commence completing the *Child with a Medical Condition Checklist* to ensure all required items are discussed and documents are completed and collated.
- ★ Provide parent / guardian a copy of this procedure and available guideline.
- Outline this procedure and explain that parents / guardians have primary responsibility for their child's health needs. This includes costs associated with their child's health needs whilst attending the centre and if applicable, the cost of visiting health professionals.
- ★ Obtain a current (no more than 6mths old) medical management plan (and action plan if applicable), prepared and authorised by (signed and dated) by a doctor / medical practitioner with current photo of child. Discuss and review medical management plan. Refer to appendix regarding what information needs to be in a Medical Management Plan.
- ★ Complete and document a risk minimisation plan in consultation with parent / guardian (when possible). Sample risk minimisation plans (which must be adapted to address child's needs) are available in the C&K Risk Assessment / Policy Library on the C&K Intranet.
- Ask parent / guardian to complete the following forms:
 - *Consent to Display Medical Management Plan and Photo*
 - If applicable, ★ *Medication Authorisation Record, Permission to Access Services to Support Inclusion Form and Education Support Plan* (seek advice of WIA if ESP is needed)
- Schedule next meeting in 6 months' time (or sooner if health needs change).

At meeting Parent / Guardian is requested to:

- Share and discuss relevant information and documentation regarding their child's diagnosed medical condition and health needs, including if applicable details of complex health care procedures.
- Provide centre with a current (no more than 6mths old) medical management plan (and action plan if applicable), prepared and authorised by (signed and dated) by a doctor / medical practitioner with current photo of child.
- Complete forms as requested.

⑥ Centre Director

○ Are the child health needs rated 'HIGH' as per the C&K Risk Matrix?

- If No, proceed to step 7.
- If Yes, immediately advise WIA.

WIA will facilitate a Wellbeing and Inclusion Advisory Group meeting.

What is the Wellbeing and Inclusion Advisory Group?

- Group includes centre Director, WIA, Regional Manager, ECEM/C, Education Wellbeing and Inclusion Manager, Quality and Regulation Manager and Workplace Health and Safety Manager.
- This meeting must occur prior to the child's enrolment or immediately after a new or changed diagnosis (of an enrolled child). This group will discuss the support needs and considerations relating to the child's enrolment.

⑦ Centre Director

○ Does child's medical condition require a specialised health procedure to be performed whilst at the centre? Refer to appendix of this procedure for definitions

- If No, proceed to step 8.
- If Yes, teachers / educators will be asked to volunteer to the perform specialised health procedure.
- Min. of 2 trained volunteers are required. Childcare centres may require more than 2 volunteers. At least 1 trained volunteer must be rostered at any time child is in attendance.
- If no one volunteers, advise your ECEM/C. An alternative solution will need to be arranged which may include the parent / guardian or another person authorised by the parent / guardian to attend the centre to complete the specialised health procedure.

Specialised Health Procedure Volunteers

- Volunteers are required to complete the *Volunteering to perform specialised health procedure Form*.
- Before performing a specialised health procedure, volunteers must complete training facilitated by a qualified health practitioner, recognised organisation or medical condition peak body. A child's commencement may be delayed or paused until volunteers attend or update training.
- Teachers / educators who no longer wish to volunteer are required to provide at least 4 weeks written notice to their centre Director / Manager or committee.
- Email a copy of the completed *Volunteering to perform specialised health procedure Form* and evidence of training / course completion to ld@candk.asn.au (branch only). Keep completed form and training records on staff file.

⑧ Centre Director

○ ★ Implement / document communication plan

- Advise educators / teachers (including casuals), students and volunteers of child's health needs, including:
 - Medical Management Plan
 - Risk Minimisation Plan – **ALL staff must complete acknowledgment table to acknowledge their understanding and future compliance.**
 - If applicable, location of medication / specialist equipment. Document communication by updating induction material and via routine team communication strategies e.g. team communication book, team memo or team meeting minutes etc.
- Child with a complex medical condition that requires additional support to participate in the program - complete online *C&K KISS Inclusion Form* (kindergartens only)
 - Eligible age enrolment for current kindergarten year à Complete ASAP up until September (when funding closes)
 - Eligible age enrolment for following kindergarten year à Complete when application process starts
- If required and in consultation with child's parents / guardians, sensitively share relevant information with other children and families.
- Display medical management plan in a prominent location(s).
- If applicable, display 'medication here' sign where medication is stored. Keep a copy of child's medical management plan with medication.
- Finalise *Child with a Medical Condition Checklist*. Scan / upload all child health documentation to Kidsoft (branch only).

Ongoing responsibilities throughout child's enrolment

Parent / Guardian

○ Daily responsibilities

- Supply medication and specialist equipment as per the medical management plan.
- If required, ★ complete *Medication Authorisation Record* and other documentation as required and requested.
- Immediately advise centre when child's medical condition / health needs and when emergency contact details change.
- Understand their child may not be able to attend the centre if:
 - A current medical management plan, prepared, signed, and dated by a doctor, has not been provided.
 - Medication and specialist equipment as per the medical management plan have not been provided.
 - Medication has expired.
 - Specialist equipment is not in good working order.
 - There are no appropriately trained educators / teachers at the centre.

○ Meet with centre Director biannually, when requested or when child's medical condition or health needs change:

- Review and update (if necessary) child's medical information including medical management plan (and if applicable action plan) that has been prepared, signed and dated by a doctor/ medical practitioner. Medical Management Plan must be updated by a doctor / medical practitioner at least every 18 months.
- Replace child's photograph (if required) on medical management plan.
- With centre Director and relevant educators, assist in the review of the risk minimisation plan.

Centre Director

○ Daily responsibilities

- Ensure at least one trained (teacher / educator) volunteer is rostered whenever a child with a complex medical condition is in attendance. If this is not possible, seek the immediate advice of your ECEM/C or committee. An alternative solution will need to be arranged which may include the parent / guardian or another person authorised by the parent / guardian to attend the centre.
- Monitor and support teacher / educator (including casuals, students and volunteers) understanding of and implementation of all actions / strategies to support and manage child's medical condition and health needs.

Centre Director

○ ★ Continue to implement / document communication plan

- If child has a complex medical condition, maintain communication with ECEM/C and WIA regarding the child's inclusion and care needs. WIA will schedule regular 'communication touch points' with centre.
- Formally meet with parents / guardians biannually (or when needs change) to discuss / review child's medical condition(s) and health needs, replace child's photograph and revise risk minimisation plan. Medical Management Plan must be updated by a doctor / medical practitioner at least every 18 months.
- Scan and upload all updated documents on Kidsoft (branch only).
- Ensure ALL staff (including casuals, students and volunteers) are advised of child's health needs as they change. Document communication by updating induction material and via routine team communication strategies e.g. team communication book, team memo or team meeting minutes etc. All staff to complete acknowledgement table when changes are made to the risk minimisation plan.
- Consult with parents / guardians prior to excursions and special events to ensure all matters of care are considered. When needed, update risk minimisation plan before events and advise all staff, students and volunteers of changes.
- Maintain educator / teacher understanding of child's health needs by facilitating biannual scenario training at team meetings.

ALL educators / teachers

○ Daily responsibilities

- Maintain an understanding of child's health needs, medical management plan and risk minimisation plan, and consistently implement all actions / strategies.
- Support colleague's (including casuals, students and volunteers) understanding and implementation of all actions / strategies to support and manage child's medical condition and health needs.
- Ensure supplied medication and equipment is consistent with medical management plan.
- Undertake a weekly audit of medication expiry dates as per daily indoor and / outdoor safety checklist. Notify parent / guardian when medication is 6 weeks prior to expiry.
- Consider and plan for child's health needs during curriculum activities, excursions and emergencies. When required and in consultation with parent / guardian and centre Director, update risk minimisation plan.
- When needed, contact WIA for advice.

Appendix 1 - Definitions

<p>Medical Management Plan</p>	<p>A Medical Management Plan is a document containing the following details:</p> <ul style="list-style-type: none"> • The child's name • A recent photograph of the child • Name of medical practitioner • Name and description of medical condition / illness • Symptoms and signs of the medical condition / illness • First aid and / or emergency treatment • Medication name, frequency, dosage, method and possible side effects • Prepared, signed, and dated by doctor / medical practitioner.
<p>Diabetes Action Plan</p>	<p>A Diabetes Action Plan is a document used in conjunction with the Medical Management Plan and contains the following details:</p> <ul style="list-style-type: none"> • The child's name • Signs, symptom and actions to be followed in response to the child's medical condition • Signed by parent / guardian • Authorised – signed and dated by qualified health practitioner in the previous 6 months e.g. Certified Diabetes Educator (CDE)
<p>Complex Medical Condition</p>	<p>The criteria for defining medical condition complexity include illness severity, degree of impairment, the presence of multiple co-occurring medical conditions and the need to perform specific care management tasks (i.e. specialised health procedures).</p> <p>Complex medical condition examples include (but not limited to):</p> <ul style="list-style-type: none"> • Diabetes • Epilepsy • Any medical condition or impairment that require tube feeding, catheter care, tracheostomy care or rectal suppositories. <p>For the purposes of this procedure, Asthma and Anaphylaxis are not considered complex medical conditions.</p>
<p>Specialised Health Procedure</p>	<p>A specialised health procedure is a task performed to care for a child with a complex medical condition.</p> <p>Trained teachers / educators are able to undertake the following specialised health procedures (but not limited to):</p> <ul style="list-style-type: none"> • Medication administration by injection (except EpiPen) • Tube feeding • Tracheostomy care <p>Please note: Due to the nature of the procedure and risk of infection, teachers / educators <u>cannot</u> perform catheter care tasks.</p> <p>To appropriately perform a specialised health procedure, educators are required to undertake specific training (in addition to approved first aid and emergency management of asthma and anaphylaxis qualifications).</p> <p>Educators are asked to volunteer to perform specialised health procedures.</p>