Procedure SO:01.09
Medical conditions

Policy – Workplace Health and Safety

Area – Operations

Document Control	
Responsible Officer: General Manager Children's Services	Procedure Number: SO:01.09
Contact Officer: Children's Services Manager	Policy Area: SO:01 Workplace Health and Safety
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Scope

This procedure when read with the policy provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

This procedure excludes associate members.

Introduction

C&K support the inclusion of all children and will collaborate with parents / guardians and external specialists to appropriately support and care for children with a diagnosed medical condition. This procedure must be read and followed in conjunction with *SO: 01:08 Procedure Administration of medication*. Please also refer to the quick reference guides relating to common childhood medical conditions.

Procedure

1.0 Responsibilities of parents / guardians:

- Notify the service of child's medical condition at enrolment or immediately after diagnosis
- Formally meet with the service Director (or approved delegate) prior to enrolment or immediately after diagnosis to discuss child's needs. In consultation with the service Director complete the following forms:
  - *SO: 03.01. F2 Form Education support plan* (if required)
  - *SO: 01. F3 Form Risk assessment*
  - *SO.01.09. F1 Form Consent to display medical management plan and photo*
  - *SO: 01.08. F2 Form Long term medication authorisation and record* (if required)
- During the formal meeting, share relevant information regarding possible training providers for their child's medical condition. Please note, although parents / guardians are encouraged to share information about their child's medical needs, training provided by parents / guardians may not be sufficient. Educator training facilitated by a recognised organisation or medical condition peak body may also be required.
- Provide the service with an authorised (signed and dated by a doctor / specialist) and current medical management plan (before commencing at the service or immediately after diagnosis) that includes:
  - 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

  Templates for medical management plans can be sourced from the following websites:
  - Asthma - National Asthma Council of Australia
  - Anaphylaxis – Australasian Society of Clinical Immunology and allergy

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- C&K's SO01.09.F3 Form Medical management plan can also be accessed by parents on C&K's website
- If required supply all necessary medication, equipment and supplies as per medical management plan.
- Ensure medication supplied is consistent with medical management plan and within expiry.
- Complete *SO: 01.08. F2 Form Long term medication authorisation* as outlined on form
- Throughout enrolment ensure contact information, including emergency contact details remain current.
- Provide an updated medical management plan every 12 to 18 months or if the child's medical needs change. Changes made to a medical management plan must be authorised (signed and dated) by a doctor / specialist.
- Where possible, provide the service with access to any mobility aids and/or equipment that will support the child's integration into the program or provide a list of required aids to the service as recommended by the child's treating health practitioner.
- Ensure the child's mobility aids and equipment supplied are well maintained and in good working order.
- Formally meet with the service Director (or approved service delegate) biannually or immediately after any changes to the child's medical needs to:
  - Discuss and revise the child's medical needs including any changes to the medical management plan.
  - Replace child's photograph with a current image whenever the medical management plan is revised / updated.
  - Revise relevant risk management plan.
- Understand a child with a medical condition will not be able to attend a service if:
  - A medical management plan approved by doctor (date, name and signature) has not been provided,
  - Medication or medical equipment (consistent with the medical management plan) has not been provided,
  - Medication provided has expired **and / or**
  - If applicable, relevant educators have not completed specialist training.

2.0 Responsibilities of educators / service

2.1 Implement communication plan

- In consultation with parents / guardians ensure the following forms are completed before the child commences or immediately after diagnosis:
  - *SO: 03.01.F2 Form Education support plan* (if required)
  - *SO.01.09. F1 Form Consent to display medical management plan and photo*
  - *SO: 01. F3 Form Risk assessment (completed for each child)*
  - *SO: 01.08. F2 Form Long term medication authorisation and record* (if required)
- During the above meeting, when applicable, ask parent / guardian to complete *SO03.01. F3 Form Permission- Accessing services to support inclusion*. When written authorisation has been obtained, contact child's specialist / doctor for information, advice and clarification regarding child's medical needs.
- Provide the parent / guardian a copy of this procedure and if available, relevant quick reference guide upon enrolment or immediately after diagnosis.
- Inform relevant C&K stakeholders via completing the online *Wellbeing and Inclusion Information Form* on the Intranet.

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- The service Director must ensure all staff (including casuals), students and volunteers are aware (e.g. via induction and written communication book, team memo or meeting) of:
  - children's medical management plans
  - location of medication
  - risk minimising strategies detailed in risk management plans
  - any changes made to medical management and risk management plans.
- Formally meet with the parent / guardian biannually (or when medical needs change) to ensure medical needs are known and met:
  - Confirm if medical management plan is current or requires updating. All changes must be authorised (signed and dated) by a doctor or specialist.
  - Revise child's risk management plan.
- Consult with parent / guardian prior to excursions and special events to ensure all matters of care are considered and planned for. Additional risk minimising strategies (via risk management plan) may be needed.
- If required, sensitively and appropriately talk to other children and families about the child's medical condition. This must be done in consultation with the child's parents / guardians.

2.2 Undertake training

- Undertake training (facilitated by a recognised organisation or medical condition peak body) to competently support and care for the child. When there are number of children with medical conditions enrolled, the service Director must discuss and implement a training plan with the Wellbeing and Inclusion Advisor. It may be determined that additional periodic specialist training may be required.
- A child's commencement may be delayed until relevant educators attend specialist training.
- Service Director to facilitate biannual management scenario training at team meetings:
  - Discuss children's medical management plans and relevant risk management plans.
  - What would be the immediate response if there was a medical emergency?
  - Where are medications stored?
  - Who will administer medication?
  - Who will call emergency services?
  - What needs to be considered when conducting excursions and special service events such as children's birthday celebrations, family morning teas? What control measures need to be implemented to support children's medical needs?

2.3 General risk minimising strategies

- Ensure medical management (with a current child photograph) and risk management plans are displayed or readily accessible at all times.
- Ensure child's medication and medical equipment (if applicable) supplied by the parent / guardian is consistent with the child's medical management plan.
- Obtain written consent (via *SO03.01. F3 Form Permission Sharing Information and contacting outside organisations)* from the child's parent / guardian to consult and collaborate with the child's treating health practitioners. Consider inviting health practitioners to visit the service.
- Ensure manual handling hazards have been identified and control measures (including the provision of equipment and training) have been documented (via a *SO: 01. F3 Form Risk assessment)* **before** a child with medical condition commences.

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- Ensure parent / guardian completes *SO: 01.08. F2 Form Long term medication authorisation and record* (if required) as outlined on the form.
- Undertake a weekly audit of long term medication expiry dates as part of the daily indoor and / outdoor safety checklist and notify the parent / guardian when medication is six (6) weeks prior to expiry.
- Display emergency first aid information relating to child's medical condition. Visit St John's Website for emergency first aid fact sheets.
- Consider and plan for children's medical needs during emergencies. For example, taking medication when evacuating or undertaking a lock down.
- If required, contact your C&K Wellbeing and Inclusion Advisor for assistance and advice.

Links to associated documents	
SO:01.08	*Procedure - Administration of medication*
SO:01.09.F1	*Form - Consent to display medical management plan and photo*
SO:01.F3	*Form - Risk assessment*
SO:01.08.F2	*Form - Long term medication authorisation / record*
SO.03.01.F3	*Form- Accessing services to support inclusion*
SO:03.01.F2	*Form - Education support plan*

Revision Record					
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1.0	8 June 2012	Sylvia Bowles	**1 July 2013**	2 years	July 2015
2.0	29 April 2013	Mel Comerford	**22 May 2013**	2 years	May 2015
3.0	20 Nov 2015	Kathryn Woods	**25 Nov 2015**	2 years	Nov 2017
4.0	6 June 2016	Kathryn Woods	**7 June 2016**	2 years	June 2018
5.0	21 March 2017	Kathryn Woods	23 March 2017	2 years	March 2019

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