

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 any visitors to C&K services.

C&K associate members are excluded from the scope of this procedure.

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 with medication*. Please also refer to the quick reference guides relating to common child medical conditions.

Definitions & acronyms

In order to make this an effective document a relevant definitions and acronyms specific to this policy have been listed in the C&K definitions and acronyms glossary. All policies, procedures, quick reference guides and protocols should be read in conjunction with the C&K definitions and acronyms glossary.

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) before 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 Checklist - Child with a medical condition*
 - *SO: 03.05. F1 Form Additional needs care plan*
 - *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)*
 - Provide the service with an authorised (signed and dated by a doctor or specialist) and current medical management plan (before commencing at the service or immediately after diagnosis) that details:
 - The child's name
 - A recent child photograph
 - 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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Note: A child with a diagnosed medical condition cannot commence enrolment until a current medical management plan has been provided.

- 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 and record* every four (4) weeks.
- Throughout enrolment ensure contact information, including emergency contact details remain current.
- Provide an updated medical management plan every 12 to 18 months or when child's medical needs change. All medical management plan changes must be authorised (signed and dated) by a doctor or specialist.
- Formally meet with the service Director (or approved service delegate) biannually or immediately after the child's medical needs change 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 has not been provided,
 - Medication or medical equipment (consistent with the medical management plan) has not been provided **and / or**
 - Medication provided has expired.

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 Checklist - Child with a medical condition*
 - *SO.01.09. F1 Form Consent to display medical management plan and photo*
 - *SO: 03.05. F1 Form Additional needs care plan*
 - *SO: 01. F3 Form Risk assessment (completed for each child)*
 - *SO: 01.08. F2 Form Long term medication authorisation and record (if required)*
- Provide the parent / guardian a copy of this procedure and if available relevant quick reference guide upon enrolment or immediately after diagnosis.
- 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.

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- 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 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.
- 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.
- Ensure parent / guardian completes *SO: 01.08. F2 Form Long term medication authorisation and record* (if required) every four (4) weeks.
- 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 if 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	<i>Procedure - Administration of medication</i>
SO:01.09.F1	<i>Form - Consent to display medical management plan and photo</i>
SO:01.F3	<i>Form - Risk assessment</i>
SO:01.08.F2	<i>Form - Long term medication authorisation / record</i>
SO:03.05.F1	<i>Form - Additional needs care plan</i>

Revision Record

Version	Approval Date	Authorised by	Effective Date	Summary of Changes
1.0	8 June 2012	Sylvia Bowles	1 July 2013	
2.0	29 April 2013	Mel Comerford	22 May 2013	

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3.0	20 Nov 2015	Kathryn Woods	25 Nov 2015	
4.0	6 June 2016	Kathryn Woods	7 June 2016	