



East Preston Islamic College

DEALING
WITH
MEDICAL
CONDITIONS
POLICY

Purpose

This policy will provide guidelines for East Preston Islamic College Early Learning Centre (EPIC ELC) to ensure that:

- x clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service
- x service practices support the enrolment of children and families with specific health care requirements.

Policy Statement

Values

EPIC ELC is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective hygiene practices. This will be achieved through:

- x fulfilling the service's duty of care requirement under the Occupational Health and Safety Act 2004, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 to ensure that those involved in the programs and activities of [Service Name] are protected from harm
- x informing educators, staff, volunteers, children and families of the importance of adhering to the Dealing with Medical Conditions Policy to maintain a safe environment for all users, and communicating the shared responsibility

Staff members and volunteers must be informed about the practices to be followed. If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, parents/guardians must be provided with a copy of this and other relevant policies.

Medication and medical procedures can only be administered to a child:

- x with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
- x with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the procedure
- x if the medication is in its original container bearing the child's name, dose and frequency of administration.

Refer to the Administration of Medication Policy for more information.

Staff may need additional information from a medical practitioner where the child requires:

- x multiple medications simultaneously
- x a specific medical procedure to be followed.

An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

Risk minimisation: The implementation of a range of strategies to reduce the risk of an adverse affect from the mismanagement of a specific medical condition at the service.

Risk minimisation plan: A service-specific plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children with specific medical

- x providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service
- x administering medications as required, in accordance with the procedures outlined in the Administration of Medication Policy
- x maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.

Certified Supervisors and other educators are Responsible for:

- x ensuring that children do not swap or share food, food utensils or food containers
- x communicating any relevant information provided by parents/guardians regarding their

- x regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- x monitor the implementation, compliance, complaints and incidents in relation to this policy
- x ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- x keep the policy up to date with current legislation, research, policy and best practice
- x revise the policy and procedures as part of the service's policy review cycle, or as required
- x notify parents/guardians at least 14 days before making any change to this policy or its procedures.

Authorisation

This policy was adopted by the EPIC ELC on 9/4/2019

Review date

This Policy needs to be reviewed on the 26th of August 2022