

### Statement / Aim

The service aims to ensure the safety, well-being and inclusion of all children, especially those with medical conditions while maintaining a healthy environment for all.  
All educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure.

### Procedure

- Medical conditions policy will be provided to the parents of a child enrolled at Rainbow Haven Kindergarten during the time of their enrolment through the welcome package email.
- Families are required to provide information about their child's medical conditions on the Enrolment Form. This must include information on how the medical condition is managed. Parents are responsible for updating the service on any new medication, ceasing of medication, or any changes to their child's prescription in writing via email.
- A Medical Management Plan (Action Plan) and Risk Minimisation Plan will be developed in consultation with the child's family for any children with a medical condition (e.g. febrile convulsion) It will be updated with any relevant information in the communications plan section . This plan will be displayed in the room and an allergy & dietary requirement list will be displayed in the kitchen.
- Any plans associated with the child's allergy or medical condition will be updated accordingly based on any new information and added to the communication plan on the Risk Minimisation plan .
- Changes to details of medical conditions or allergies will be passed onto staff as soon as practical through our staff communication app 'Slack'.
- Parents must inform the service at the time of enrolment if their child suffers from Diabetes, Asthma or is at risk of Anaphylaxis or any other health care need.
- All medical conditions for children will be displayed on allergy cards in their individual room as well as the rooms used for 'family grouping' at the beginning and end of the day.
- The service will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.
- All educators at the service must be able to locate a child's medication easily. The location of this medication will be clearly labelled.
- Emergency Medication will be kept in an accessible bag/box so that it can be easily taken in the event of an emergency evacuation
- Risk minimisation practices will be developed in collaboration with the child's family to ensure that risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- Routinely, the service will review each child's medication to ensure it hasn't expired. This is part of the monthly room checklist.
- To minimise risk, children are required to be seated (mat or table) at all times while they are eating.
- All new educators, students, volunteers will made aware of children that suffer from a medical condition.

- Refer to Nutrition, Food & Beverage Handling and Dietary Requirements Policy for further information on the preparation of food for children with medical conditions.
- Children are not permitted to attend the service without their required medication.
- Families enrolled in the service will be informed of any items that are prohibited which may present a hazard to children with diagnosed medical conditions (eg. Nuts).
- An Illness form will be completed when a child receives emergency medication as soon as practical.

### **Asthma**

- Families must advise the service on enrolment of their child or on initial diagnosis that their child has asthma.
- An Asthma Management Plan from the child's doctor must be provided to the service for all children who suffer from Asthma.
- Asthma Management Plans will be clearly displayed in the room.
- Parents are required to provide a reliever puffer and spacer to keep at the service. The reliever puffer should include a pharmaceutical label with the child's name clearly labelled.
- A spare reliever puffer and spacer will be kept in the service and is located in the Caterpillar's Emergency Evacuation Bag.
- All educators, students, volunteers will be made aware of children that suffer from Asthma.
- There will be an educator on the premises at all times with specialised Asthma Training.
- Child's individual Asthma Management Plan will be followed in the event of an attack.
- Asthma Action Plan should be kept in the child's enrolment file and also be displayed in the service. A copy should also be kept in the room's emergency backpacks to be taken out in an emergency.
- If the child is taken on an excursion, a copy of the management plan will be taken on the excursion.
- If no Asthma Management Plan has been provided, the Asthma First Aid Procedure from National Asthma Council Australia will be followed in the event that a child has difficulty breathing.
- Encourage open communication between families and staff regarding the status and impact of the child's asthma.
- A risk minimisation and medical management plan will be developed in consultation with the parents of a child with Asthma and be displayed in the child's room.
- Asthma puffer expiry dates are checked each month.
- An Asthma Puffer Administration Record will be filled out each time a child is administered their puffer.

### **Anaphylaxis**

- An Anaphylaxis Management Plan from the child's doctor must be provided to the service for all children who are at risk of Anaphylaxis.
- Anaphylaxis Management Plans will be clearly displayed in the room.
- An EpiPen is to be provided by the parent and kept here at the service.
- Any other medication required by the Management Plan will be located with the EpiPen.

- Child's individual Anaphylaxis Management Plan will be followed in the event of an attack.
- EpiPens will be kept in the room's emergency backpacks so that it is easily accessible and can be taken out in an emergency evacuation.
- Anaphylaxis Action Plan should be kept in the child's online enrolment file and also be displayed in the service. A copy should also be kept in the room's emergency bag taken out in an emergency.
- If the child is taken on an excursion, a copy of the management plan will be taken on the excursion along with the required medication.
- All educators, students, volunteers will be made aware of children that are at risk of Anaphylaxis.
- There will be an educator on the premises at all times with specialised Anaphylaxis Training.
- No child who has been prescribed an adrenaline auto-injection device is permitted to attend the service without the device unless there is a spare one on the premises.
- A medical management and risk minimisation plan will be developed in consultation with the parents of a child at risk of anaphylaxis and be displayed in the child's room.
- Families need to be made aware that it is not possible to achieve a completely allergen-free environment. We recognise the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction.
- A notice will be displayed in the foyer stating that a child/children at risk of anaphylaxis is enrolled in the service.
- EpiPen expiry dates are checked each month.
- The service's spare EpiPen is located in the Caterpillar's Emergency Evacuation bag.

#### **Diabetes**

- There will be an educator on the premises at all times with First Aid training.
- Children with diabetes will be identified during the enrolment process
- A Diabetes Action Plan from the child's doctor must be provided to the service for all children who with a diagnosis of Diabetes. This will contain information for the child's *Diabetic Management* and outline what to do in relation to any *Diabetic Emergency* that the child might face
- Ensure families provide the child's testing kit and hypo pack if required
- Educators will ensure they are familiar with the signs and symptoms and the emergency treatment of low blood glucose levels
- Educators will call an ambulance if they feel emergency treatment is required
- Ensure that the child's Diabetes Action Plan is followed at all times.

#### **Considerations / Resources**

- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- Asthma Foundation NSW
- National Asthma Council Australia
- National Quality Framework 2018

**Last reviewed:** September 2024