



Emmerick Street Community Pre-School
15 Emmerick Street, Lilyfield

Policy

Policy Name:	COMMUNICATION PROCEDURE – MEDICAL CONDITIONS
Policy Number:	QA 2 035
Quality Area:	2: CHILDREN'S HEALTH AND SAFETY
Date Developed:	SEPTEMBER 2013
Version:	FINAL (3)
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Review date:	AS NEEDED

1. Background

Ensuring the health and safety of children with medical conditions and their equal participation in the program is a core focus of the delivery of an Education and Care Service.

To ensure the health and safety of all children with medical conditions at the service, all Educators in the service need to be aware of all medical conditions of the children in their care and their associated care and medication needs. A key component of ensuring this is clear and open communication strategies between families, health professionals and educators. A communication procedure ensures families; staff and educators know their roles and responsibilities and stay informed about the needs of all children with medical conditions in their care.

2. Links to other policies

- Medical Conditions & Medications Policy
- Medical Conditions – Anaphylaxis Management Policy
- Medical Conditions – Asthma Management Policy
- Medical Conditions – Diabetes Management Policy

3. Aim

To ensure the health and safety of all children with medical conditions attending Emmerick Street Preschool by creating clear procedures for communicating children's medical conditions and their needs.

4. Procedures

4.1. Communication Procedures on the enrolment of a child with a medical condition or newly diagnosed medical condition of currently enrolled child:

The Nominated Supervisor will:

- Request a medical Management Plan from the families of children with a medical condition
 - For example, an Anaphylaxis Action Plan, Asthma management plan or a written plan from the child's doctor.
- Display child's medical management plan and notify staff their location.
- Work with the family to develop a risk minimisation plan.
- Provide time for staff and volunteers to read the child's medical management plan, risk minimisation plan and the relevant medical conditions policies.
- Notify staff where the child's medication will be stored.
- Provide training for staff for administering medication and/or risk minimisation.
- With the family, fill in the ongoing medication and creams register (if applicable).
- Place child's medication record on the medication to be administered notification area, on the days they are to receive the medication.

- Discuss with parents the need for a letter from their doctor if any changes are needed to be made to the medical management plan and risk minimisation plan.
- Send out a reminder twice annually to parents to make any needed changes to their child's medical management and/or risk minimisation plans.
- Make changes to the risk minimisation plan and/or medical management plan with families when a letter from the doctor requests this.
- Communicate any changes to the risk minimisation plan and medical management plans to all staff as they arrive in the morning and in staff meetings.
 - Staff will sign the new medical management plan and the risk minimisation plan when they have read the new changes.
- Notify all other parents of the need to prohibit any items that may be a risk for the diagnosed child.

Staff and Volunteers will:

- Be familiar with the child's medical management plan, risk minimisation plan and the relevant medical conditions policies.
- Fill in and sign the staff section of the risk minimisation plan.

Families will:

- Provide a medical management plan for their child from their child's doctor.
- Develop a risk minimisation plan with the Nominated Supervisor.
- Complete and sign the parent/guardian section of the risk minimisation plan.
- Complete the Ongoing Medication and Creams Register (if applicable) with the Nominated Supervisor.
- Communicate any changes regarding their child's medical condition to the nominated supervisor.
- Provide a letter from their doctor regarding any information to inform changes needed for their child's medical conditions plan and/or risk minimisation plan.

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations 2011: 77, 87, 90, 92-96, 136 162, 168, 177, 181-184, 246-247

Links to National Quality Standard: 2.1; 2.1.2; 2.2.1; 6.2

NSW Public Health Act 2010

Sources

Guide to the Education and Care Services National Regulations (2011),

Education and Care Services National Regulations 2011: 90 (1) (iv).