

Managing medical conditions in children procedure

Rationale

Elsie Ey Children's Centre is committed to promoting attendance and positive engagement in the curriculum including for children with identified health needs. Elsie Ey Children's centre will work with families, DfE student support services staff and external health professionals to determine the safest and most successful ways of educating children diagnosed with medical conditions.

This local procedure will be used in conjunction with Health, Department for Education and the National Quality Framework policies, procedures, regulations and guidelines. **This procedure does not apply to short-term illnesses or communicable diseases. Refer to our managing short-term illness and communicable diseases procedure in these instances. This procedure does not refer to accidents/injuries requiring first aid that occur at preschool.**

Definitions

Medical condition: (For the purpose of this procedure) refers to any specific health care need or long-term physical health, personal care and/or mental health need that may affect a child's ability to participate in the preschool curriculum and/or requires additional care or attention to ensure the safety of the child whilst at preschool. This may include, but is not limited to, anaphylaxis, allergy, asthma, cancer, diabetes, continence needs, diabetes, seizures and epilepsy, physical transfer and positioning needs, broken bones, oral eating and drinking needs, spina bifida, anxiety and other mental health and well-being concerns.

Health care plans: (For the purpose of this procedure) refers to care plans, management plans, action plans, first aid plans and medication agreements. These are completed by families, medical and/or health care professionals (as directed on the templates).

Health support agreement and safety and risk management plans: Department for education documents completed by the preschool, in consultation with families, based on information provided by families and any relevant health care plans.

Procedure

For full details refer to the department for education website: [Managing student medical conditions](#)

Preparing for a child with a known medical condition:

- **A child only requires health support documentation if their medical condition will require intervention whilst at preschool**
- Medical condition(s) are initially identified from information provided on enrolment forms. Medical conditions can also arise during the course of a child's enrolment.
- Director will collaborate with the family/carer to determine the nature of the condition(s), access the relevant health care plans from the department for education intranet, and advise the family/carers of the health professionals required to complete the forms. (NB some forms can be completed by families/carers).
- Identified health care plans should be completed before the child can begin attending, or return to, the preschool. Where this is not possible, the preschool will support the child to attend in the interim. The child's health care needs will be managed with standard first aid, for example calling an ambulance. This course of action will be discussed with the child's family/carer prior to the child attending. **(NB children will not be able to attend if prescribed medication is not on site).**
- All children with an identified medical condition are required to have a site health support agreement (HSA) and a safety and risk management plan (SRMP) prior to attending. Templates are available on the intranet and should be completed by the director and/or child's teacher, in consultation with families/carers and any medical care plans provided.
- All children with identified medical conditions will have a display card created containing: Photo, medical condition, treatment required, health care plans in place and review dates. A copy will be displayed in both the staffroom and in the kitchen.
- All health care plans, HSA and SRMP are stored in the child's personal file in the director's office.
- Plans requiring the administration of medication are also stored with the child's medication **(refer to our managing medication procedure)**
- **Department for education employees are NOT to perform complex and invasive health support.** For more information on such support, refer to the department for education website

Documenting preschool responses to children's medical conditions

- Where staff have needed to action a child's health support plan(s), the actions will be documented on the appropriate template(s) and communicated with the parents in accordance with the child's HSA. (refer to table below)

Common medical conditions at our preschool and required documentation

(All documentation templates should be sourced directly from the department for education website to ensure we use the most current document available).

Medical condition	Required template(s)	Completed by	Medical event recorded on
Asthma	<ul style="list-style-type: none"> Asthma management plan HSA & SRMP 	Doctor Director/teacher	Medication log
Eczema	<ul style="list-style-type: none"> Medication agreement (for prescribed medicated creams) Non-medicated balms, moisturisers, sunscreens (agreed application amount and times through email correspondence with family/carer) HSA & SRMP 	Parent/ carer Email correspondence from parent/carer Director/teacher	Medication log As agreed with parent/carer
Epilepsy and seizures	<ul style="list-style-type: none"> Seizure management plan HSA & SRMP 	Doctor/ paediatrician Director/teacher	Seizure observation log
*Anaphylaxis and severe allergies	<ul style="list-style-type: none"> ASCIA plan (red) - anaphylaxis ASCIA plan (green) – allergy HSA & SRMP 	Doctor/ paediatrician Director/teacher	Medication log
Continence (Nappies/changing required)	<ul style="list-style-type: none"> Continence care plan HSA & SRMP 	Doctor/ OT Director/teacher	Site nappy change log
Toilet training	<ul style="list-style-type: none"> Toileting care plan HSA & SRMP 	Parent/carer Director/teacher	Frist/aid/toileting assistance record
Safety related oral eating and drinking needs	<ul style="list-style-type: none"> Oral eating and drinking care plan HSA & SRMP 	Speech Pathologist Director/teacher	Oral eating and drinking observation log
Transfer and positioning needs	<ul style="list-style-type: none"> Transfer and Positioning care plan HSA & SRMP 	Physio/ Dr Director/teacher	If injury occurs during T&P, use first aid/toileting assistance record
Casts/slings	<ul style="list-style-type: none"> Transfer and positioning care plan (if child requires assistance with this) HSA & SRMP 	Physio/ Dr Director/teacher	Follow HSA
Intolerances and family preferred dietary needs (not medically diagnosed)	<ul style="list-style-type: none"> HSA & SRMP 	Director/teacher	If ingestion occurs use first aid/toileting assistance record

***Elsie Ey is an "Allergy Aware" site.** Allergy and Anaphylaxis Australia (A&AA) does not promote the use of terms such as 'nut free', or recommend total food bans in educational settings. Assuming an environment is 'free' from certain foods can lead to complacency and increase the chances of accidents and incidents occurring. Instead, we aim to minimise the risk of any allergies through general site practices and procedures, as well as those outlined in individual children's health support agreements and safety and risk management plans. All families will be notified about specific food allergies for consideration during their child's preschool enrolment.

Roles and Responsibilities

Educators, staff and management have a shared duty of care to ensure children are provided with a high level of safety when managing children's medical conditions at kindy.

Site Leader	<ul style="list-style-type: none">• Advise families of the service's managing medical conditions procedure upon enrolment.• Seek information related to children's medical and health care needs upon enrolment, and when necessary during the enrolment period.• Guide families in obtaining any necessary documentation related to children's medical needs.• Ensure relevant plans/ agreements/ safety and risk documents relating to children's medical needs are complete and maintained.• Ensure staff receive information about the service's managing medical conditions in children procedure during their orientation and when updates occur.• Ensure staff know the storage location of local site policies and procedures, and where to find supporting policies/ procedures/ regulations and national law information related to this procedure.• Maintain a safe and healthy work environment.• Make sure staff are informed of children in their group with medical conditions• Review implementation of the current procedure.• Follow all medical management plans in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
Educators	<ul style="list-style-type: none">• Will make sure they read relevant health care plans, HAS and SRMP's.• Child's teacher to review HAS and SRMP's prior to excursions and incursions• Ensure Child Protection Principles are considered when managing an incident that may require changing of a child.• Consider the medical conditions of children in all aspects of programming and daily routines and transitions.• Staff are not able to administer any medication without a health care / medication plan in place.• Follow all medical management plans in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
Families	<ul style="list-style-type: none">• Inform staff of any medical condition upon enrolment, or as soon as apparent, and provide any documentation as may be required.• Let us know if you are concerned about your child's health at any time and discuss any medical concerns or preferences with the Director.• Consult with Director to complete a HAS and SRMP related to their child's medical condition.• Consider appropriate insurance to cover medical and ambulance where possible.• Ensure emergency contact information is provided at enrolment and remains current AT ALL TIMES throughout the child's enrolment period.• Make sure any combination of parents/ carers/ emergency contacts are accessible at all times during a child's attendance, to answer emergency calls• Keep children home if they have been, or are to be, administered a medication that they are taking for the first time.

Procedures created or reviewed: Created 17/10/2022.

Monitoring, Evaluation and Review: Policies and procedures are reviewed every 3 years or earlier if there is a change in relevant legislation.

References: Education and Care Services National Regulations (2011) –NSW Legislation