

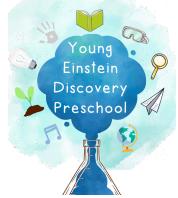
## Young Einstein Discovery Preschool

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### YEDP\_Dealing with Medical Conditions in Children\_Policy and Procedures

# Dealing with Medical Conditions in Children Policy and Procedures

Rev	Date	Revision Details	By
A0	24/06/2022	Initial Draft	MP
A1	12.1.25	Review and update Policy and Procedures updated link to Regulatory Authority Reporting updated the use of Xplor for children's medical conditions	MP
A2	22.5.25	Reviewed policy and added Asthma, Anaphylaxis and known Medical condition form.	MP
A3	4.6.25	Reviewed policy and procedures and updated	MP
A4	7.8.25	Added clear direction on the use of Paracetamol and Antihistamines. Checked and corrected formatting	MP
A5	14.8.25	Added new form - Administering Regular Medication Log	MP
A6	7.1.26	Changed Child Care Software Providers from Xplor to OWNA. Checked reference link is working	MW



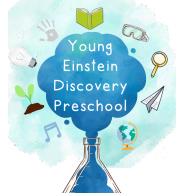
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### YEDP\_Dealing with Medical Conditions in Children\_Policy and Procedures

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### YEDP\_Dealing with Medical Conditions in Children\_Policy and Procedures

## Policy Statement

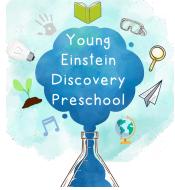
We support the physical and emotional wellbeing and inclusion of all children enrolled at our preschool. We welcome children with diverse health care needs and pride ourselves on the support we provide to care for individual children. Staff will always act in the best interests of the child and work in partnership with families/guardians and medical practitioners.

## Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for dealing with medical conditions in children.

## Legislative requirements

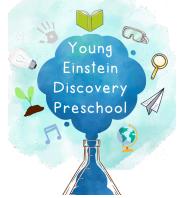
Section/Regulation	Description
<b>Section 167</b>	Offence relating to protection of children from harm and hazards
<b>Regulation 85</b>	Incident, injury, trauma and illness policy and procedures
<b>Regulation 86</b>	Notification to parent of incident, injury, trauma, and illness
<b>Regulation 87</b>	Incident, injury, trauma, and illness record
<b>Regulation 89</b>	First aid kits
<b>Regulation 90</b>	Medical conditions policy
<b>Regulation 91</b>	Medical conditions policy to be provided to parents
<b>Regulation 92</b>	Medication record
<b>Regulation 93</b>	Administration of medication
<b>Regulation 94</b>	Exception to authorisation requirement – anaphylaxis or asthma emergency
<b>Regulation 95</b>	Procedure for administration of medication
<b>Regulation 96</b>	Self-administration of medication

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<b>Regulation 136</b>	First aid qualifications
<b>Regulation 162(c) and (d)</b>	<p>Health information to be kept in enrolment record</p> <p>(c) details of any –</p> <p>(i) specific healthcare needs of the child, including any medical condition; and</p> <p>(ii) allergies, including whether the child has been diagnosed as at risk of anaphylaxis</p> <p>(d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in paragraph (c).</p>
<b>Regulation 168</b>	Education and care services must have policies and procedures

## Related Policies

Document Name	Title
<b>YEDP_Incident, injury, trauma, and illness_Policy and Procedures</b>	Incident, injury, trauma, and illness
<b>YEDP_Nutrition, food and beverages, dietary requirements_Policy and Procedures</b>	Nutrition, food and beverages, dietary requirements
<b>YEDP_The administration of first aid_Policy and Procedures</b>	The administration of first aid
<b>YEDP_Enrolment and orientation_Policy and Procedures</b>	Enrolment and orientation
<b>YEDP_Providing a child safe environment_Policy and Procedures</b>	Providing a child safe environment
<b>YEDP_Acceptance and refusal of authorisations_Policy and Procedures</b>	Acceptance and refusal of authorisations



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#### Purpose

This policy will provide guidelines for staff to ensure that: clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service. The service practices will also support the enrolment of children and families with specific health care requirements.

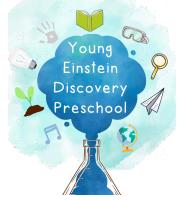
#### Scope

This policy applies to children, families/guardians, staff, students, volunteers, and visitors of the Service

#### Service Responsibilities

##### The service will:

- Ensure all staff are aware of known medical conditions, including diabetes, allergies, asthma, and anaphylaxis.
- Ensure all staff hold current First Aid and CPR qualifications or are actively working toward obtaining them.
- Provide regular, documented training for all staff on responding to medical conditions, including asthma and anaphylaxis. Records will be maintained in **OneNote under Health and Safety Records – Medical Conditions, Asthma, and Anaphylaxis Training**.
- Exclude any known allergens that may trigger an anaphylactic reaction.
- Display **Medical Action Plans** with the child's photo on the fridge in the preschool kitchen.
- If a child enrolled at the service is diagnosed as being at risk of anaphylaxis, a clearly visible notice must be displayed at the main entrance of the service. This notice will inform all families and visitors of the



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anaphylaxis risk and remind them to avoid bringing known allergens into the environment.

- Provide a quick-reference poster for each child with a medical condition, including their name, photo, condition, and medication dosage.
- Notify parents/carers one month in advance if their child's medication held by the service is nearing expiry.

#### Make emergency contact details available through:

- Enrolment forms
- Owna App
- Top drawer of the office filing cabinet

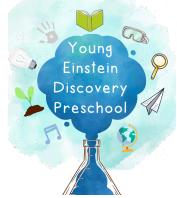
- Prevent attendance of any child whose medication or Medical Action Plan has expired until up-to-date documentation and medication are provided.

#### Ensure all educators, students, and volunteers are inducted on their first day.

#### They will be shown the location of:

- First Aid kits
- Medication First Aid kits
- Medical Action Plans
- Risk Minimisation and Communication Plans
- General Action Plans for Anaphylaxis and Asthma

- Maintain and regularly review the **Dealing with Medical Conditions in Children Policy and Procedure**. Revision dates will be documented on the first page of each policy and procedure.



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## Educator Responsibilities

### Educators will:

- Complete regular training in First Aid, CPR, and managing medical conditions including asthma and anaphylaxis.
- Hold current First Aid and CPR certification or commit to obtaining them upon employment.

### Read, understand, and follow all documents related to medical conditions, including:

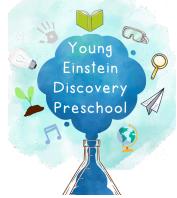
- Medical Action Plans
- Medication details and dosages
- Risk Minimisation and Communication Plans
- Be familiar with all symptoms, triggers, and allergens related to a child's condition.

### Know the storage locations of all medications, asthma inhalers, and Epipens.

#### These must be:

- Easily accessible to adults
- Inaccessible to children
- Away from heat sources  
(Stored inside the First Aid Medications kit on the wall near the children's bathroom.)
- Use the **Monthly Health and Safety Checklist** to monitor medication expiry.

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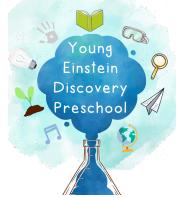
- Notify the Nominated Supervisor one month in advance of any expiring medications.
- Maintain regular communication with families regarding their child's condition and prevention strategies.
- Ensure all medications, Medical Action Plans, and emergency contact information accompany children on excursions, evacuations, and lockdown drills.
- Use the OWNA software to access children's health details via: Staff can access Medical information about children via a child's profile. Children with a known medical condition will be denoted with a red exclamation mark on their profile !
- Adhere to hygiene and food safety practices to avoid allergen exposure or cross-contamination.
- Supervise children closely during meals to prevent food sharing and watch for signs of allergic reactions or choking.

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## Nominated Supervisor Responsibilities

### The Nominated Supervisor will:

- Provide all necessary forms related to managing medical conditions, including:
  - Anaphylaxis/Asthma/Medical Condition Risk Minimisation & Communication Plan**
  - Authorisation to Administer Medication and Administering Regular Medication Log**



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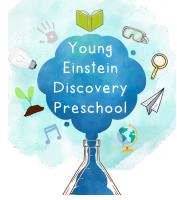
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- Ensure **Medical Action Plans** are prominently displayed on the kitchen fridge.
- Display and update **General Action Plan Posters for Anaphylaxis and Asthma** in each room. These must be removable and revised annually.
- Provide families with a copy of the **Medical Conditions Policy and Procedures**, also available at [yedp.com.au](http://yedp.com.au).
- Display a poster identifying any known allergens that could cause an allergic or anaphylactic reaction.
- Ensure all **Medical Action Plans** are reviewed and updated annually.
- Verify that children requiring medication have their clearly labelled, in-date, prescribed medication available at the service.  
(Medication is stored inside the First Aid Medications kit on the wall near the children's bathroom or in the preschool fridge located in the office.)
- Ensure all medications are labelled with the child's name, prescribing doctor, and expiry date.
- Inform all staff, students, and volunteers of any children's known medical conditions.
- Ensure all educators are inducted, trained, and have access to policies and procedures. Supervise compliance and provide necessary support.
- Review the **Monthly Health and Safety Checklist** and take necessary actions to replace expired medications and restock First Aid kits.

### Parent/Guardian Responsibilities

**Parents/guardians will:**



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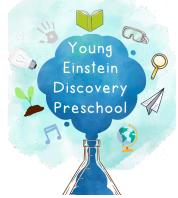
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- Inform the service of any known medical conditions (e.g., diabetes, allergies, asthma, anaphylaxis) during enrolment or as they arise.
- Complete the relevant **Risk Minimisation & Communication Plans** to identify potential triggers and strategies for prevention. Complete an **Authorising Medication Form and Administering Regular Medication Log** for any medication that may be administered at the service.
- Provide all required in-date medications (e.g., Epipens, asthma inhalers) their child may need.
- Submit a current **Medical Action Plan**, authorised by a medical practitioner, to be renewed every 12 months.
- Acknowledge they have read and agree to the service's Policies and Procedures.
- Update any changes to emergency contact or health information using the **OWNA App**.
- Maintain regular communication with educators about their child's condition and address any concerns or questions.

### Asthma or Anaphylaxis Emergency Response

If a child shows signs of an asthma attack or an anaphylactic reaction, educators will administer Ventolin or an EpiPen in accordance with the General Asthma First Aid Plan provided by Asthma Australia or the General Anaphylaxis First Aid Plan provided by the Australian Society of Clinical Immunology and Allergy (ASCIA).



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#### In the event of an emergency:

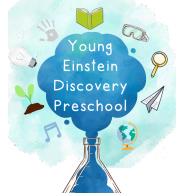
- The service will call 000 and follow all instructions provided by emergency responders.
- An educator will supervise all children in a safe, vacant area within the service, away from the source of the emergency, to minimise potential trauma.
- Parent authorisation is not required for the administration of Ventolin or an EpiPen in an emergency, as action is taken in the best interest of the child's health and safety.

#### If asthma or anaphylaxis medication is administered:

- The Nominated Supervisor must ensure that both the child's parents and emergency services are notified as soon as practicably possible.
- The Nominated Supervisor must also notify the Regulatory Authority by submitting an incident notification through the National Quality Agenda IT System.

#### Allergy Management Procedures

- Parents/carers of children with a known allergy must complete a **Medical Condition Risk Minimisation and Communication Plan**.
- The service will require a letter from a qualified medical practitioner outlining how to best support the child's medical condition.
- A poster displaying any known allergies—including the child's name, photo, and specific allergens—will be placed in the kitchen for staff awareness.
- Educators will adhere to the service's **Food Safety Program** to ensure safe practices in the handling, preparation, serving, and consumption of food.



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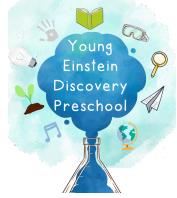
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- The Nominated Supervisor will hold a **Food Safety Supervisor Skill Set** qualification.
- Parents/carers will be notified of any known allergens that may pose a risk to any child enrolled at the service.

### Medication Administration Procedures

- Medication will only be administered if it is prescribed by a registered medical practitioner. It must be provided in its original container, with the original label clearly stating the child's full name, date of birth, dosage instructions, and expiry date.
- **Paracetamol** (e.g., Panadol) and **Antihistamines** (e.g., Zyrtec) may be administered in the event of a sudden onset of fever, pain, or an allergic reaction. Educators will make every reasonable effort to contact the child's parent or guardian for authorisation prior to administration, except in cases where immediate action is required to manage a medical emergency.
- All medication will be stored in the designated **First Aid Medication Kit**, located on the wall in front of the children's bathroom or the refrigerator in the office (behind a locked door).
- Staff will administer medication strictly according to the instructions on the medication label. Each administration will be documented on the **Administering Medication Form or Administering Regular Medication Log**
- If a child requires short-term or long-term medication at specific times, the parent or carer must complete and sign the **Authorising Medication Form** before any medication is administered.



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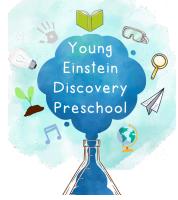
- Students and volunteers are not qualified to administer medication and must not do so under any circumstances. However, they may observe the procedures for learning purposes.

#### Disposing of Expired Medication/s

- Educators will conduct monthly medication checks to identify any medications that are expired or nearing expiration. Findings will be documented on the **Monthly Health and Safety Checklist Form**.
- Any expired medications will be clearly labeled with a “**DO NOT USE – EXPIRED**” sticker. These labels can be found in the bottom drawer of the office filing cabinet.
- Expired medications will be removed and placed in a labelled container stored in the locked office filing cabinet.
- The Nominated Supervisor will arrange for expired medications to be couriered to **Moggill Pharmacy** for safe disposal.
- The service has an established agreement with **Moggill Pharmacy** to ensure the safe and responsible disposal of expired or unused medications.

#### Review and Policy Evaluation

All service users are expected to comply with our policies and procedures. Parents, carers, and staff can access the most up-to-date versions at [yedp.com.au](http://yedp.com.au). When a new policy or procedure is introduced or an existing

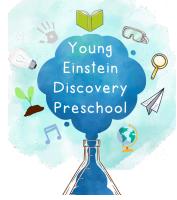


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one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored, and updated to ensure they remain current, relevant, and effective in supporting best practice.



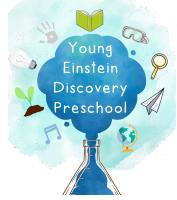
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#### Rolls And Responsibilities

Approved Provider	<ul style="list-style-type: none"> <li>ensure the Dealing with medical conditions in children policy and procedures are met, the appropriate medical management plans and risk assessments are completed, and all relevant actions are managed to minimise the risks to the child's health (regulation 90)</li> <li>ensure families of children that have a specific medical condition have been given a copy of the Dealing with medical conditions in children policy (regulation 91) and any other relevant policies</li> <li>in consultation with families, develop risk minimisation plans for children with medical conditions or specific health care needs</li> <li>ensure all educators and staff have training as part of the induction process and ongoing training for the management of medical conditions (e.g. asthma, anaphylaxis and specific requirements for the enrolled child in your care)</li> <li>ensure a written plan for ongoing communication between families and educators is developed as part of your risk minimisation plan, relating to the medical condition and any changes or specific needs. It should be in place before a child commences at the service, or as soon as possible after diagnosis for children already attending</li> <li>if a child is diagnosed as being at risk of anaphylaxis, ensure that a notice is displayed in a position visible from the main entrance to inform families and visitors to the service</li> <li>take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures</li> </ul>
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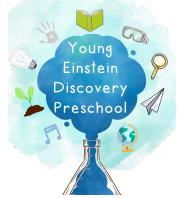


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	<ul style="list-style-type: none"> <li>ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection</li> <li>notify families at least 14 days before changing the policy or procedures if the changes will: affect the fees charged or the way they are collected or significantly impact the service's education and care of children or significantly impact the family's ability to utilise the service.</li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>implement the Dealing with medical conditions in children policy and procedures and ensure all the action plans that are in place are carried out in line with these</li> <li>ensure any changes to the policy and procedures or individual child's medical condition or specific health care need and medical management plan are updated in your risk minimisation plan and communicated to all educators and staff</li> <li>notify the approved provider if there are any issues with implementing the policy and procedures</li> <li>display, with consideration for the children's privacy and confidentiality, their medical management plan (from the doctor) and ensure that all educators and staff are aware of and follow the risk minimisation plans (developed by the service) for each child</li> <li>ensure communication is ongoing with families and there are regular updates as to the management of the child's medical condition or specific health care need</li> <li>ensure educators and staff have the appropriate training needed to deal with the medical conditions or specific health care needs of the children enrolled in the service</li> <li>ensure inclusion of all children in the service</li> </ul>

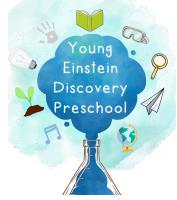


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	<ul style="list-style-type: none"> <li>ensure all educators and staff are aware of and follow the risk minimisation procedures for the children,</li> <li>including emergency procedures for using EpiPens.</li> </ul>
Educators and staff	<ul style="list-style-type: none"> <li>ensure all the action plans are carried out in line with the Dealing with medical conditions in children policy and procedures</li> <li>ensure you monitor the child's health closely and are aware of any symptoms and signs of ill health, with families contacted as changes occur</li> <li>ensure that two people are present any time medication is administered to children</li> <li>ensure communication with families is regular and all educators and staff (including the nominated supervisor) are informed of any changes to a child's medical condition</li> <li>understand the individual needs of and action plans for the children in your care with specific medical condition</li> <li>ensure a new risk assessment is completed and implemented when circumstances change for the child's specific medical condition</li> <li>ensure all children's health and medical needs are taken into consideration on excursions (first aid kit, personal medication, management plans, etc)</li> <li>maintain current approved first aid, CPR, asthma, and anaphylaxis training</li> <li>undertake specific training (and keep it updated if required) to ensure appropriate management of a child's specific medical condition.</li> </ul>
Families	<ul style="list-style-type: none"> <li>advise the service of the child's medical condition and their specific needs as part of this condition</li> </ul>



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- provide regular updates to the service on the child's medical condition including any changes, and ensure all information required is up to date
- provide a medical action plan from a doctor on enrolment or diagnosis of the medical condition and provide an updated plan as required
- collaborate with the service staff to develop a risk minimisation plan.

### References

- <https://portal.nqaits.gov.au/SignIn?ReturnUrl=%2F>