

Operational Policy: Medical Conditions and Practices for Children

Operational Policy OP017-V1.12	Creator: Lisa Mollison	Approver: Chelsea Daly
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	Revision: 12 April 2024	Expiry: 12 April 2026

POLICY

This Medical Conditions and Practices for Children policy has been written to facilitate the safe management and care of children with medical conditions. A copy of this policy is available on the CA website and through the parent portal when a parent advises of a specific health care need, allergy or other relevant medical condition. Current, accurate and complete documentation, relevant medication and medical items must be provided by the parent to the service coordinator before the child can attend care. If current, accurate and complete documentation, relevant medication and medical items are not provided by the parent to the service coordinator, the child will be unable to attend care at the service.

STRATEGIES

Where educators are required to have specific training to be able to support the health needs of a child or the risks to the child's health is extreme, the regional manager and general manager shall consider case by case whether the child can be safely supported in the service. Educators are to follow PN035 Identify Medical Needs of the Child, Educators and Service.

Management of Children's medical conditions - Medical Documentation

Medical documentation is essential for the safe management of care of children with medical conditions. Educators who hold current first aid qualifications (including emergency asthma and anaphylaxis management) will ensure that medical management plans are followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

Camp Australia uses the following documents supplied by the parent or created with the coordinator to manage the care for children with medical conditions.

Action Plan:

Camp Australia has some preferred templates to be used for children with medical conditions. Our educators receive training relating to the use of these templates, as they provide standardisation and consistency across our services and support educators to keep children safe. The preferred templates are available for asthma, anaphylaxis and allergic reactions and can be downloaded from the Camp Australia Parent Portal. These medical templates are to be endorsed by the child's medical practitioner. For diabetes, epilepsy and other medical conditions, parents should submit the plan provided and endorsed by the child's medical practitioner.

Medical Management Plan:

Medical Management Plans are to be provided to the service by the parent and these records are preferably to be endorsed by the child's medical practitioner.

In the instance that a management plan is unable to be provided, the parent of the child will be required to discuss details of support required with service staff and this information will be recorded as part of the child's General Conditions Risk Minimisation and Communication Plan.

Risk Minimisation and Communication Plan:

The Risk Minimisation and Communication Plan shall ensure that all risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimised. This document is to be created by the parent and coordinator and are to be signed off by both. There are specific plans for asthma, anaphylaxis, allergies, diabetes, epilepsy and for general medical conditions.

Where a child has a food allergy, the Risk Minimisation and Communication Plan will develop practices and procedures in relation to the safe handling, preparation, consumption and serving of food and strategies for minimising the risk that educators will follow. The coordinator is to notify the parent/s of any known allergens present in the service that pose a risk to their child. The Risk Minimisation and Communication plan is to be reviewed when the parent updates the child's enrolment details including if the parent updates the child's medical plan.

Medicine Authorisation:

Medicine is defined under the Therapeutic Goods Act 1989 of the Commonwealth (*National Regulations*). Medicine includes prescription, over the counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website <https://www.tga.gov.au/> . All therapeutic goods listed on the Australian register are considered medicines and will require authorisation for self-administration or administration by educators during session times.

Camp Australia's Administration of Medication policy outlines how medications will be administered during service operational hours, this policy is supported by the medicine authorisation forms and medicine administration forms. When applicable, one or more of these forms are filled in by the parent and coordinator who both sign off on them.

While Camp Australia's preference is for educators to administer medications to children in attendance, a parent may make a request for their child to be approved to self-administer their own medication during session time while under the supervision of an educator. Requests for self-administration of medication will be reviewed on a case by case basis and will take into consideration the type of medication involved, the administration method, the child's age, abilities and level of confidence with the process.

If this request for the child to self-administer is approved by the regional manager, in consultation with the service coordinator, this will be noted on the medicine administration form and the parent and child will be informed. Alternatively, if the request is determined to pose a

higher than acceptable risk, the parent of the child will be contacted and as per our Acceptance and Refusals of Authorisation policy and this request will not be approved.

In the event that an approved child becomes unable to self-administer medication (for example during a medical emergency) then educators will support the child by administering medications as per their action plan.

Communication Log:

A Communication Log will be created for each child with a medical or general condition where an educator will record matters related to the care of the child. FM019 Communication Log can be download by an educator via One Team.

A child's Communication Log is to be used to record updates to care needs provided by the child's parent. It should also be used to record updates provided to other educators regarding these changes.

While the child is in attendance this Communication Log can also be used to record details of any additional support measures provided, details of sleep/rest periods and any other information relevant to the child's health and wellbeing that is to be shared with the child's parent.

The Management of Asthma:

Where a child has asthma, educators will follow the child's asthma management plan for how the condition presents and the signs and symptoms that child may experience.

The Management of Diabetes:

Where child has diabetes, educators will follow the child's diabetes management plan for how the condition presents and the signs and symptoms that child may experience.

The Management of Anaphylaxis:

Where a child is at risk of anaphylaxis, educators will follow the child's anaphylaxis management plan for how the condition presents and the signs and symptoms that child may experience.

At the time of enrolment, the parent must:

- Agree to Camp Australia's terms and conditions to provide the lawful authority to care for the child should emergency services be required.
- Prior to care, supply the service with current, correct, and complete medical documentation.
- Prior to care, the parent must be available to meet with the coordinator to complete the child's Risk Minimisation and Communication plan to ensure the risks relating to the child's medical condition are assessed and minimised.
- Provide instructions for the educators in the management of a medical condition where necessary.
- Where changes are required to any part of the child's medical management, provide an updated enrolment with updated/new applicable medical documentation. The service will be informed via a work task in One Child. The responsible person will open the work task and review the details with the parent.
- Provide updated action plans every 12 months or at the time of the medical practitioner's recommended review or sooner should there be a change to any part of the plan.
- Provide all required medication, following Camp Australia's Administration of Medication

policy.

- Provide all necessary items to manage the child's medical condition.
- For the safety of the child, where children carry mobile phones to manage their medical condition, parents are to contact the coordinator rather than the child directly for all instructions.

The coordinator must:

- Prior to a child's first session of care, check the child's enrolment details for medical conditions follow PN035 Identify Medical Needs of Child, Educators and Service.
- Where the coordinator is made aware an existing enrolled child has a new medical or general condition follow PN035 Identify Medical Needs of Child, Educators and Service.
- Instruct and show educators how to access medical documents on the service table for children with medical conditions.
- Print and have easily accessible, for those who are authorised, medical action plans with the child's photograph, and ensure other educators caring for the child are aware of them. The medical action plan might be displayed on a wall.
- Keep medicine administration forms in the child's file and ensure educators caring for the child are aware of where they are.
- Keep child's medications and medical equipment labelled and ensure educators caring for the child are aware of where they are stored.
- Review the attendance rolls daily and advise all educators of any children who have medical or general conditions who are attending the service that day.
- Ensure the anaphylaxis notification sign is displayed on the Service Display Board by the time the child who has anaphylaxis attends the service.
- Communicate any concerns to the parent about the child's medical condition and document in the child's FM019 Communication Log.
- Communicate to educators which children have medical conditions and any changes to the child's medical care and document this conversation in the child's FM019 Communication Log.
- Communicate any concerns to the parents if the child's medical condition is limiting the child's ability to participate in any of the program activities.
- If required, attend further external training to support the requirements of the medical condition. This will be reviewed case by case by the regional manager and general manager.
- If a request to self-administer is made the coordinator will contact the regional manager to review and discuss the response given to the parent.
- For an incident or illness related to the child's medical condition, educators must fill in FMO04 Incident, Injury, Illness or Trauma form.

The regional manager must:

- Be aware of medical conditions during service visits.
- Ensure their educators are provided with adequate training to care for children at their service with medical conditions.
- Support the coordinator to review cases where a request to allow a child to self-administer is made by a parent and seek the advice of the general manager when a clear decision cannot be made.
- Contact the parent of the child to discuss the outcome of the review and if appropriate sign off approval for the request for the child to self-administer.

In the case where a child's action plan is enacted:

The coordinator must ensure the following is completed:

- Immediately contact emergency services, apply first aid if appropriate.
- Then, contact the child's parent, if the parent is unable to be contacted, contact a person who is authorised to be contacted in the case of an emergency who is listed in the child's enrolment record.
- Then contact the regional manager who will determine if the general manager is to be contacted.
- Follow operation policy OP010 Serious or Fatal Incident and PN030 Serious Incident Reporting.
- Document all action taken on Camp Australia's FM004 Incident, Injury, Illness or Trauma form. This form needs to be signed by the parent within 24 hours.
- Where required, educators and children will be provided with appropriate counselling or support.

External Information References:	
Education and Care Services National Law 2010	51 Conditions on service approval (1) A service approval is granted subject to the condition that the education and care service is operated in a way that— (a) ensures the safety, health and wellbeing of the children being educated and cared for by the service;
Education and Care Services National Regulations 2011	Regulation 90 Medical conditions policy Regulation 91 Medical conditions policy to be provided to parents Regulation 95 Procedure for administration of medication Regulation 96 Self-administration of medication Regulation 168 Education and care service must have policies and procedures
Therapeutic Goods Administration	https://www.tga.gov.au/
National Quality Framework	QA2 Children Health and Safety QA7 Governance and Leadership