MANAGING A MEDICAL CONDITION PROCEDURE

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical condition, our Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children's health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

Working in conjunction with the *Medical Conditions Policy*, this procedure provides detailed steps for management and educators to follow when a child with a health care, allergy or medical condition enrols at the Service.

Education and Care Services National Law or Regulations (90, 90(1)(iv), 91, 92, 93, 94, 95, 96, 136 and 170)
NQS QA 2: Element 2.1.1 and 2.2.1 Wellbeing and comfort, Health practices and procedures
Related Policies: Medical Conditions Policy, Anaphylaxis Management Policy, Asthma Management Policy, Cystic Fibrosis Management Policy, Diabetes Management Plan, Eczema Management Plan and Epilepsy Management Plan

IN CASE OF EMERGENCY DIAL 000

OVERVIEW		
1	The approved provider, nominated supervisor will review and update the Service's *Medical Conditions Policy* annually in consultation with children, families, staff, educators and management	
2	During orientation and induction students, volunteers and educators are informed about the Service's procedures and policies in relation to managing children with diagnosed health care needs, allergies and medical conditions	
3	During orientation and induction students, volunteers and educators are made aware of individual medical management plans for each child.	
4	*Medical management plans*, including r*isk minimisation plans* and c*ommunication plans* are to be stored within the child's enrolment records	
5	The nominated supervisor will routinely check and review all *medical management plans*, *communication plans and risk minimisation plans* every 6 months	

STEP 1 - ORIENATION AND ENROLMENT		
1	At the time of enrolment, the nominated supervisor will ask families if the child has any health care need, allergy or medical condition	
2	The nominated supervisor will ensure the enrolment form includes health care needs, allergies or identified medical conditions for the new child	
3	All families will be informed of the Service's management of the *Medical Conditions Policy* through the *Family Handbook* during the enrolment process	
4	The nominated supervisor will meet with the family to discuss the details of the health care need, allergy or medical condition and what adjustments may be needed to the practices of the Service or environment to ensure inclusion of the child	
5	The nominated supervisor will advise the family of the *Medical Conditions Policy* and any relevant policies such as *Anaphylaxis Management Policy* or *Asthma Management Policy*, including the additional requirements for enrolment such as a *medical management plan* and the development of a *risk minimisation plan* and *communication plan*	
6	The nominated supervisor will ensure families are aware of the obligation to keep *medical management plans* up to date at all times	

STEP 2 - MEDICAL MANAGEMENT PLANS		
1	The family will develop a *medical management plan* in consultation with the child's registered medical practitioner. This **MUST** be completed before the child can attend the Service.	
2	The *medical management plan* may include any ASCIA Anaphylaxis, Asthma Action Plan or diabetes management plan	
3	The nominated supervisor will ensure parents/guardians provide consent to display the child's *medical management plan* by signing the *Authorisation to Display Medical Management Plan*	
4	The nominated supervisor will ensure individual *medical management plans* are displayed in the child's room, staff areas and food preparation areas, considering the child's privacy by locating them in an area less prominent to families and children	
5	The nominated supervisor will ensure any medications required as part of the *medical management plan* are available at the Service each time the child attends	
6	Educators will ensure medications are stored as per *medical management plan* and *Administration of Medication Policy*	
7	Educators will ensure an *Administration of Medication* form is completed each time medication is administrated and acknowledged by the parent/guardian each day	

8	Educators will ensure *medical management plans* and any medication are taken from the Service in the event of an emergency evacuation or on an excursion	
9	Educators are to ensure the child's *medical management plan* is followed in the event of a health care incident	
10	The nominated supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.	

STEP 3 - MEDICAL RISK MINIMISATION PLANS		
1	Using the information gathered from the *Medical Management Plan*, the Nominated Supervisor in conjunction with family and Lead Educator will develop a *Risk Minimisation Plan* to: • consider and identify potential risks to the child within the Service environment • develop strategies for the management of the health care need, allergy or medical condition and emergency response procedures and, • identify who will be included in this process.	
2	The Nominated Supervisor will consider if any training or professional development is required for educators as part of the *Risk Minimisation Plan*	
3	The *Risk Minimisation Plan* will record any dietary modifications as part of the *Medical Management Plan*	
4	Risk Minimisation Plans are required to be reviewed at least annually or revised with each change to a child's Medical Management Plan	

STEP 4 - MEDICAL COMMUNICATION PLAN		
1	The nominated supervisor will ensure all educators and staff are advised of individual *medical management plans* and *risk minimisation plans* and method of communicating with the family	
2	Families will notify the Service if any changes are to occur to the *medical management plan* or *risk minimisation plan* through the *Notification of Changed Medical Status* form, email, communication plan and/or meetings with the nominated supervisor	
3	The nominated supervisor will ensure relief staff, students, volunteers, Early Intervention Specialists are informed of and familiar with any *medical management plans* and *risk minimisation plans* upon initial contact with the Service. e.g., orientation process, first visit	
4	The nominated supervisor will communicate any individual *medical management plans* to kitchen staff and discuss strategies identified within the *risk minimisation plan*	
5	Any changes to a child's *medical management plan and risk management* plan will be communicated to educators within the *communication plan* by a child's parent or the nominated supervisor	

6	A *Medical Conditions Register* will be maintained to provide details of children attending the Service with any health care needs, allergy or medical condition	

IMPORTANT Ensure a copy of the *Medical Conditions Policy* to be provided to parents upon enrolment

REVIEW OF PROCEDURE			
Date procedure created	07/06/2023	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	Procedure Reviewed, no changes made		
June 2023	Procedure Completed		