



# FORBES PRIMARY SCHOOL



Government of South Australia

Department for Education

## OSHC Medical conditions policy

### DOCUMENT CONTROL

<b>File Location:</b>	OSHC office
-----------------------	-------------

<b>Approved By:</b> Principal Governing Council	<b>Principal:</b> Kirby Dickinson	<b>Governing Council Chairperson:</b> Cynthia Auchterlonie
---	--------------------------------------	---

<b>Next Review:</b> 24 Months ( 06/2023)	<b>Policy Scope:</b> School Specific	<b>Date Approved:</b> June 2023
<b>Alecia Cailles, Director</b>	<b>Kirby Dickinson, Principal</b>	<b>Cynthia Auchterlonie, Governing Council</b>

## Aim

At Forbes Primary School OSHC, we aim to provide an environment that is safe and inclusive. This policy incorporates and recognises the need for individual policies specifically related to a range of medical conditions: this includes, but is not limited to: asthma, anaphylaxis, diabetes, and seizures.

## Implementation of policy

We will follow the recommendations in “Staying Healthy in Childcare” guidelines, particularly in relation to children who present with illnesses, and time off.

*Education and Care Services National Regulation 90* is attached to this policy to outline required information.

It is recommended that all Educators have a current first aid certificate. At least one staff member rostered on at all times will hold a current certification. Copies of certificates will be stored in Educators’ files.

Parents/ guardians of a child with a diagnosed medical condition, allergy or health care need are required to:

- Provide a current medical management plan for their child
- Be involved in developing a risk minimisation and communication plan, and review every 12 months

Copies of all relevant plans will be provided by parents to the service. The Director is responsible for ensuring that these plans are current and will regularly check this. Families are responsible for ensuring that any reviews/updates are completed in a timely manner. It is the responsibility of the family to provide medication (including, but not limited to, epipens and inhalers) to the service. These will be checked regularly to ensure that they have not expired. The Director reserves the right to cease care for a child if correct medication is not provided. A risk minimisation and communication plan will be created for each child who has a medical plan. This will be shared and reviewed with families every 12 months. Parents are required to be involved in this process. Without the correct documentation, the Director reserves the right to cease care until all necessary paperwork is current.

Risk minimisation plans and communication plans ensure that all Educators are informed of children’s medication management plan, and the processes to follow for risk minimisation and communication with necessary stakeholders.

When changes to medical management plans or risk management and communication plans occur, it is the responsibility of the parent/guardian to inform the service in a timely manner.

An injury and illness record will be completed when first aid treatment is required. A medication record will be completed when a child requires regular or specific medication (such as an inhaler, epipen etc). Educators will work to ensure that all first aid treatment occurs in a manner that respects the privacy and dignity of each child. Other Educators will work to move other children to another area if needed to maintain this.

Where a medical emergency occurs, emergency services will be contacted as well as parents/carers. Advice will be followed from emergency services (any fees for this service are payable by families). Where emergency services are required to attend the service, one staff member will remain with the child, one will wait at the gate to show emergency services the location, and other Educators will support the other children in our care.

In the event that a child needs to be transported in an ambulance:

- If the educator is able to contact the family or emergency contacts and they are able to meet the child at the ambulance's destination immediately, the educator will ensure that all medical information held at the service is provided to ambulance officers, record the destination and contact details of the ambulance and pass this information on to the family as soon as practicable.
- If the educator is unable to contact any of the emergency contacts for the child, or a family member or the child's emergency contacts are unable to immediately meet the child at the ambulance's destination, an educator will be required to travel in the ambulance to the hospital with the child, along with the child's enrolment and medical information that is held at the service.
- The travelling educator will continue to try to contact the emergency contacts until someone can be reached.
- The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
- The remaining educators at the service will contact another educator to come to the service to ensure that required educator to child ratios are restored as soon as practicable.

The below information is accessed directly from:

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.91>

### **Education and Care Services National Regulation 90**

#### **90 Medical conditions policy**

- (1) The medical conditions policy of the education and care service must set out practices in relation to the following—
  - (a) the management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis;
  - (b) informing nominated supervisors and staff members of, and volunteers at, the service of practices in relation to managing those medical conditions;
  - (c) the requirements arising if a child enrolled at the education and care service has a specific health care need, allergy or relevant medical condition, including—
    - (i) requiring a parent of the child to provide a medical management plan for the child; and
    - (ii) requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition; and
    - (iii) requiring the development of a risk-minimisation plan in consultation with the parents of a child—
      - (A) to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and
      - (B) if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
      - (C) if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
      - (D) to ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
      - (E) if relevant, to ensure that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented; and
    - (iv) requiring the development of a communications plan to ensure that—

- (A) relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child; and
- (B) a child's parent can communicate any changes to the medical management plan and risk minimisation plan for the child, setting out how that communication can occur.
- (2) The medical conditions policy of the education and care service must set out practices in relation to self-administration of medication by children over preschool age if the service permits that self-administration.
- (3) In subregulation (2), the practices must include any practices relating to recording in the medication record for a child of notifications from the child that medication has been self-administered.

#### **91 Medical conditions policy to be provided to parents**

The approved provider of an education and care service must ensure that a copy of the medical conditions policy document is provided to the parent of a child enrolled at an education and care service if the provider is aware that the child has a specific health care need, allergy or other relevant medical condition.

**Note—**

A compliance direction may be issued for failure to comply with this regulation.

Last reviewed: June 2023	Next review due: June 2025
--------------------------	----------------------------