



Medical Conditions Policy (including Asthma)

Port Lincoln Children's Centre believes all children should have access to quality early childhood care and education and where possible will support children with specific medical conditions and or dietary restrictions to attend childcare and kindergarten. We are committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all children at the Centre. We will ensure our educators are equipped with knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times.

Port Lincoln Children's Centre will minimise the risks around medical conditions of children by:

- Collaborating with families of children with diagnosed medical conditions to develop an action plan for their child;
- Informing all staff including casual staff, and educators of all children diagnosed with a medical condition and the action plan procedures for these;
- Ensuring all children diagnosed with medical conditions have a current action plan that is accessible to all staff;
- Ensuring all staff are adequately trained in the administration of emergency medication.

Procedures

At enrolment the Director/Assistant Director/Responsible Person will:

- Ensure that any family with a child enrolled that has a specific health care need, allergy or other relevant medical condition is provided with a copy of the Medical Conditions Policy.
- Inform parents of the need to provide the service with a medical management plan of their child's condition.
- Plans should include information for daily living support and Health Care Plans (for emergency response /first aid medication, health conditions and health related personal care issues) Before staff can assist, families must provide written information from their doctor /health care professional that outlines specific care needs
- Plans will be stored in the kindy grey cabinet or childcare filing cabinet depending on where the child is located.
- Photo and brief description of medical conditions will be displayed in the kitchen and staff room.

Responsibilities of Families

- Complete the enrolment form with accurate health/medical information
- Ensure the Centre has up to date information with emergency contact details and at least 2 other people for back up emergency.
- Request the health care plan forms as needed for the child and have them completed and signed by the treating medical practitioner
- Communicate any changes in health related issues with staff immediately

- Provide and maintain child's health equipment e.g., spacer

Responsibilities of Staff

- Check that any child with a medical/health concern on enrolment receives the appropriate Health Care Plan form
- Check Health Care Plans for Doctor and parent signatures
- Ensure you understand the care required
- Follow the health care plans as necessary
- Provide basic first aid.
- Complete Incident Report each time first aid is given.
- Complete the medication report each time medication is given.
- Familiarize self with children and know where health care plans are located
- Keeping First aid Training up to date, including the management of asthma and anaphylaxis.
- Maintain confidentiality
- Develop programs that are inclusive of health support plan requirements
- Communicate any health related issues with parents.

Responsibilities of Director/Assistant Director/Responsible Person

- Ensure families are informed about and supported to understand and participate in the Health Support process
- Check any health issues at enrolment discussion
- Ensure correct forms are given and policy explained
- Assist parents with Health /care Plans as necessary
- Involve all staff in health support planning
- Identify and ensure access to the training required to meet the routine and emergency health needs of children

Related Policies

Administration of Medication

First Aid

National Quality Standards
 QA 2 Health and Safety
 Standard 2:1:2 Health practices and procedures
 Standard 2.2.1 Supervision

Sources:
 Department Education

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