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|---------------------|----------------------------------|-----------------------|---------------------------------|
| <b>Policy Name:</b> | <b>Medical Conditions Policy</b> | <b>Policy Number:</b> | <b>ELP-008</b>                  |
| Date Approved:      | 21 <sup>st</sup> February, 2018  | Approved By:          | Management Committee            |
| Date Issued:        | 22 <sup>nd</sup> February, 2018  | Review Date:          | 21 <sup>st</sup> February, 2021 |

### 1. Aim

Early Links is committed to maintaining awareness of medical management plans applicable to employees, families, volunteers, visitors and individual children/young people accessing services from Early Links.

The purpose of this document is to outline how staff members can maintain awareness of medical conditions applicable to the children/young people they support including asthma, diabetes and anaphylaxis.

### 2. Scope

This policy applies to employees, families, volunteers, visitors and children/young people accessing Early Links programs.

### 3. Policy

Early Links will involve all staff, families and children/young people in regular discussions about medical conditions and general health and wellbeing. Early Links will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy will be available to all staff, volunteers and parents/carers of children/young people accessing Early Links services.

#### 3.1 Information that must be provided on a Commencement with Service Form

Early Links' Commencement with Service Form provides an opportunity for parents/carers to help the service effectively meet their child's needs relating to any medical condition.

The following information must be kept on the child's individual file:

- Specific health care needs or medical conditions of the child, including asthma, diabetes, allergies, and whether the child has been diagnosed at risk of anaphylaxis.
- Any Medical Management Plan provided by a child's parents and/or registered medical practitioner (see 3.3 below).

Any new information will also be attached to the child's individual file at the service.

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## 3.2 Identifying Children/young people with Medical Conditions

The Early Links staff member/s involved in the child's program must be aware of any existing documented medical conditions as found in the child's individual file.

### 3.2.1 Medical Management Communications Plan

Any information relating to a child's medical condition(s) will be shared with relevant staff and volunteers at the service.

Early Links will implement the following communications plan to ensure that relevant educators, staff and volunteers are:

- Informed about the Medical Conditions Policy.
- Easily able to identify a child with a medical condition that has been identified on their individual file.
- Aware of the requirements of any medical management plans and risk minimisation plans as supplied by parents, centres or medical professionals.

## 3.3 Medical Management Plan

A Medical Management Plan should:

- have supporting documentation if appropriate
- include a photo of the child
- if relevant, state what triggers the allergy or medical condition
- outline first aid needed
- be signed by a doctor
- include the contact details of the doctor who signed the plan
- state when the Plan should be reviewed.

Early Links staff must be aware of and support others to follow a child's Medical Management Plan in the event of an incident related to the child's specific health care need, allergy or medical condition.

## 3.4 Educator training and qualifications

Early Links will ensure that at least two staff members:

- hold current approved first aid qualifications, and
- have undertaken current approved anaphylaxis management training and
- have undertaken current approved emergency asthma management training.
- *Staff trained specific to an individuals particular needs?*

## 4. References

### Disability Service Standards

| <b>Standard 3 – Individual Outcomes</b> |                                                                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Practice Requirement 2                  | Service providers undertake person-centred approaches to planning to enable each person to achieve their individual outcomes                      |
| <b>Standard 6 - Service Management</b>  |                                                                                                                                                   |
| Practice Requirement 1                  | Each person receives quality services which are effectively and efficiently governed                                                              |
| Practice Requirement 2                  | Each person receives quality services that are well managed and delivered by skilled staff with the right values, attitudes, goals and experience |

### National Regulations

|      |           |                                                                        |
|------|-----------|------------------------------------------------------------------------|
| Regs | 90        | Medical conditions policy                                              |
|      | 90(1)(iv) | Medical Conditions Communication Plan                                  |
|      | 91        | Medical conditions policy to be provided to parents                    |
|      | 92        | Medication record                                                      |
|      | 93        | Administration of medication                                           |
|      | 94        | Exception to authorisation requirement—anaphylaxis or asthma emergency |
|      | 95        | Procedure for administration of medication                             |
|      | 96        | Self-administration of medication                                      |

### EYLF

|     |                                                                                                                                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LO3 | Children/young people are happy, healthy, safe and connected to others.                                                                                                                   |
|     | Educators promote continuity of children/young people's personal health and hygiene by sharing ownership of routines and schedules with children/young people, families and the community |
|     | Educators discuss health and safety issues with children/young people and involve them in developing guidelines to keep the environment safe for all                                      |

National Quality Standard

Asthma Australia

National Asthma Organisation

Australasian Society of Clinical Immunology and Allergy [www.allergy.org.au](http://www.allergy.org.au)

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Australian Diabetes Council

<http://www.diabeteskidsandteens.com.au/whatisdiabetes.html> - for an online presentation for children/young people explaining how diabetes affects the body

## 5 Persons Responsible

Parents/carers are responsible for:

- Providing up to date information about their child's medical conditions and/or medication.
- Providing a copy of their child's Medical Management Plan by their child's medical practitioner.
- Bringing/supplying and administering any medication relevant for their child when they are attending Early Links.

All Early Links staff members are responsible for:

- Implementation of this policy.
- Following a child's (an individuals) Medical Management Plan in the event of an incident related to the child's (their) specific health care need, allergy or medical condition.
- Maintaining an up to date list of the child's name with emergency contact numbers. This list will be updated bi-annually and sent to the General Manager.
- Ensuring that updated information about a child's medical conditions and/or medication is added to the child's file and that other relevant staff are informed of the changes.
- Advising other relevant staff of any changes in a child's medical condition, medication and/or Medical Management Plan.

General Manager is responsible for:

- Ensuring that a copy of the Medical Conditions Policy is available to all staff, volunteers and parents/carers of enrolled children/young people.
- Ensuring relevant staff?? are trained in First Aid, including anaphylaxis, asthma and diabetes in accordance with this policy.

Management Committee is responsible for:

- Approval of this policy.

## 6 Definitions

**Management Committee** – the governing body of Early Links, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation .

**General Manager** – refers to the General Manager who is responsible for supervising Early Links staff members.

**Staff** – refers to employees and volunteers of the organisation.

**Family** – refers to the parents/caregivers of the children/young people that receive support from Early Links.

**Visitor** – any person who is visiting an Early Links service who is not a staff member, client or family.

**Anaphylaxis** - is a severe allergic reaction to a substance and is life threatening.

**Asthma** -is a chronic lung disease that inflames and narrows the airways.

**Diabetes** - is a chronic condition where the levels of glucose (sugar) in the blood are too high. Glucose levels are normally regulated by the hormone insulin.

***Document review history***

| <b><i>Date</i></b> | <b><i>Section</i></b> | <b><i>Change</i></b>                                       |
|--------------------|-----------------------|------------------------------------------------------------|
| November 2017      | All                   | Updated role title from Service Manager to General Manager |

[This document must be read in conjunction with the Policies and Procedures that it supports](#)

|                                                                                               |                                |
|-----------------------------------------------------------------------------------------------|--------------------------------|
| <u><a href="#">Commencement With Service Policy</a></u>                                       | <u><a href="#">ELP-016</a></u> |
| <u><a href="#">Record Keeping and Retention Policy</a></u>                                    | <u><a href="#">ELP-019</a></u> |
| <u><a href="#">HIV / AIDS Policy</a></u>                                                      | <u><a href="#">ELO-019</a></u> |
| <u><a href="#">Additional Needs Policy</a></u>                                                | <u><a href="#">ELP-007</a></u> |
| <u><a href="#">Emergency Service Contact Policy</a></u>                                       | <u><a href="#">ELO-013</a></u> |
| <u><a href="#">Emergency Management and Evacuation Policy</a></u>                             | <u><a href="#">ELO-012</a></u> |
| <u><a href="#">Child, Parent/Carer and Staff Illness &amp; Infectious Diseases Policy</a></u> | <u><a href="#">ELP-004</a></u> |
| <u><a href="#">Privacy Policy</a></u>                                                         | <u><a href="#">ELO-022</a></u> |
| <u><a href="#">Confidentiality Policy</a></u>                                                 | <u><a href="#">ELO-044</a></u> |
| <u><a href="#">Providing Client Advocacy &amp; support policy</a></u>                         | <u><a href="#">ELO-045</a></u> |
| <u><a href="#">Death of a child / young person Policy</a></u>                                 | <u><a href="#">ELP-034</a></u> |
| <u><a href="#">Administration of Authorised medication Policy</a></u>                         | <u><a href="#">ELP-009</a></u> |

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