



Nature Alliance Family Day Care Service

Medical Conditions



POLICIES IN THIS SECTION AS REQUIRED BY:

Education and Care Services National Law (WA) Act 2011: Section 3(2)(a); 167(1)(2) and 3)

Education and Care Services National Regulations, 2011 – ‘Regulations’ 85; 86; 87; 88; 91 (1)(2); 95 96; 98; 99; 103--106; 161-162; 168(2)(b)(c)(d)(m); 170; 174; 175; 177(b)(c); 78(b)(c)

Medical conditions: 90 (1)(2)(3) 91; 93(1)(2)(3); 94 (1)(2)(3); 95; 96; 168(2)(d); 177(b); 177(c); 178(b); 178(c); 181– 184

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Element 2.1.1; 2.1.4; 2.3.2; 4.1.1; 7.3.3

Medical Conditions: Standard 4.1. Element 2.1.1; 2.1.4; 2.3.2; 7.3.5

POLICY

The approved provider of the education and care service must ensure that the service has in place policies and procedures in relation to dealing with medical conditions in children, including the matter set out in Regulation 90; 91.

PROCEDURES:

1. Parents of children being enrolled are required to provide the Family Day Care Educator with a Doctors medical management plan if their child has a known medical condition, allergy, or other health care need.
2. The Family Day Care Educator must follow the *Medical Management Plan* which includes plans for *asthma, anaphylaxis and diabetes*.
3. The Family Day Care Educator will forward a copy of the Medical Plan to the service and advise Family Day Care Assistants and volunteers of the requirements within the *Medical Management Plan*. This can be done at the time of enrolment or when the plan is implemented.
4. The Service will record the details on the Service Medical Register and file the document in the family file.
5. The Family Day Care Educator will complete the *Incident, Injury, Trauma and Illness* form in consultation with the Parent if any of the presenting signs identified in (1) occur while the child is in care.
6. The Family Day Care Service will support the self-administration of medication for children over pre-school age with parental authorization. A Medical Self Administration Form must be completed.
7. An Authorisation of Medication Form must be completed by the parent prior to any medication being administered.
8. Prescribed medication can only be given if it's in its original container, bearing the original label with the name of the child, the dosage to be given and is within the expiry and use by date.
9. All non-prescribed medication (as an example: Paracetamol, nappy cream) must be in the original container with the original label, have clear dosage instructions and a used date not past.
10. In an emergency situation verbal authorization can be given by a parent or person listed on the enrolment form.

11. Medication can be administered to a child without authorization in the case of an anaphylaxis or asthma emergency. Emergency services will be contacted immediately. The parent of the child and emergency services must be notified as soon as practicable.
12. Any medication administered must be recorded by the Family Day Care Educator or Family Day Care Assistant on the Authorisation of Medication Form and signed by the parent.
13. The Family Day Care Service will provide a copy of the Family Day Care Service's Medical Conditions policy to the parent at time of enrolment or when a medical plan is received.
14. A copy of the Incident, Injury, Trauma and Illness form must be forwarded to Family Day Care Service if medical treatment, including dental treatment has been obtained.
15. The Incident, Injury, Trauma and Illness form must be kept by the Family Day Care Educator until the child is 25 years of age. If the Family Day Care Educator leaves the Family Day Care Service or ceases to operate, the records must be sent to the Family Day Care Service upon ceasing operations.

SUPPORTING DOCUMENTS

To implement this Policy refer to:

Authorisation of Medication Form

Medication Self Administration form

Incident, Illness, Injury and Trauma form

Medical Management Plan

NA-FRM-0018B Specific Risk Assessment

Date reviewed	October 2016	NA-POL-0003.4	Version:2	Page 2 of 2
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