



Nature Alliance Family Day Care Service

Medical Conditions



POLICIES IN THIS SECTION AS REQUIRED BY:

Education and Care Services National Law (WA) Act 2012: Section 167

Education and Care Services National Regulations, 2012 – ‘Regulations’ 85; 86; 87; 89; 90; 91; 92; 93; 94; 95 96; 98; 103--106; 161-162; 168(2)(b)(c)(d)(m); 169; 170; 171; 172; 173(f ii)

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Element 2.1; Elements 2.1.2; 3.1.1; 3.2.1; 6.2.2; 7.1.3

POLICY

The approved provider will ensure that the Educator will work with families of children with a diagnosed medical condition to develop a Risk Minimisation and Communication Plan that aligns with the specific details on the child’s medical plan to ensure that the risks relating to the child’s specific health needs or specific condition are assessed and risks minimized. The educator will take into account the management of all children in care in the event of a medical emergency.

PROCEDURES:

1. Parents of enrolled children or children being enrolled are required to provide the Family Day Care Educator with a Doctors or Medical Professionals Medical Management Plan if their child has a diagnosed medical condition, allergy, or other health care need.
2. The Family Day Care Educator must follow the *Medical Management Plan* which may include, but not limited to plans for *asthma, anaphylaxis, diabetes* and allergies.
3. A Risk Minimisation and Communication Plan will be developed by the Educator in consultation with the parents.
4. The Family Day Care Educator will forward a copy of the Medical Management Plan and Risk Minimisation and Communication Plan to the service and advise their Educator Assistants, volunteers and students of the requirements within the *Medical Management Plan*. This can be done at the time of enrolment or when the plan is implemented.
5. The Service will record the details on the Service Medical Register and a copy of the Medical Conditions Policy will be sent directly to the family.
6. An alert notice provided by the service must be displayed at the main entrance to the Family Daycare Service stating that a child diagnosed at risk of anaphylaxis is being educated and cared for and providing details of the allergen/s. (regulation 173).
7. A copy of the Medical Management and Communication Plan will be included in the Educator’s emergency contacts information book and taken on any excursion.
8. An Authorisation of Medication Form must be completed by the parent prior to any medication being administered.
9. 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.
10. The Family Day Care Service will support the self-administration of medication for children over pre-school age with parental authorization.
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, and the parent of the child must be notified as soon as practicable. The best means of

12. communication in an emergency will be covered in the Medical Risk Management and Communication plan.
13. 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.
14. 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.
15. The service will be notified as soon as practical and 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 within 24 hours of the incident occurring.
16. 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:

NA-FRM-0002 Incident Injury Trauma Illness Report

NA-FRM-0003 Authority to Administer Medication or Self Administer Medication Form

NA-FRM-0027 Ongoing Medication Administration Authority

NA-FRM-0018 (F) Risk Minimisation and Communication Plan

Medical Management Plan (supplied by Medical Practitioner)

NA-FRM-0038 Emergency Procedure Flow Chart

NA-TEM-0035 Alert Notice of Anaphylaxis

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