

# MEDICAL CONDITIONS POLICY

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## POLICY STATEMENT

The service is committed to ensuring that any child with a permanent medical condition is accommodated by ensuring that measures are taken to provide a caring, nurturing, inclusive environment is proffered. The service is committed to effectively respond to all medical conditions (see also anaphylaxis and asthma policy). Each enrolment will be carefully assessed on case by case basis to ensure that the physical environment and educators training are adequate to ensure the health and wellbeing of the child can be guaranteed at all times.

All educators are kept abreast of any new technology or treatment for permanent conditions wherever possible. Educators are notified of each child's specific requirements and educators have access to all medical records kept at the service.

The service is required to keep up to date medical records on each child. Twice a year, Financial statement that is provided to parents/guardians has a detachable section to update child/children medical conditions and return to the service.

In accordance with the Ministry of Health (NSW Health Department) direction as at January 2014 no child will be accepted by service without medical evidence of vaccination.

In accordance with National Regulation 94 educators are permitted to administer immediate action in the event of a child/children having anaphylactic shock/attack and an asthma attack. Educators are trained in First Aid and keep this training up to date.

The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

## CONSIDERATIONS

- National Regulations 90-96, 168
- Allergies Policy and Medications Policy

## PROCEDURES

- Parent/Guardian is required to complete the enrolment form including medical conditions and treatment/medication required
- Parent/Guardian is required to notify the service of 'self-administering' of medication of child
- Parent/Guardian is required to provide a "Medical Action plan" signed by a doctor to the service if applicable. If a Medical Action plan is provided to the service a "Risk Minimisation Plan" is required to be completed by the Parent / Guardian and centre Co-ordinator
- The service is responsible for ensuring medical conditions are up to date and current
- The service is responsible for ensuring educators have easy access to medical records in the event of an emergency
- The service will keep current such information as Medicare Card Number, private health cover details, General Practitioner's details, Dentist details, Religious Requirement in Case of Accident,
- Educators should be afforded every available opportunity to keep training in medical conditions and First Aid current

## *Responsibilities*

### The parents/Guardians

- Inform the centre and educators on enrolment or as soon as child is diagnosed of their child's illness
- Provide specific requirements such as Ventolin or EpiPen where necessary
- Provide the centre with any management plan signed by a medical practitioner and must clearly outline procedures to be followed by educators in the event of an incident relating to the child's specific health care need
- Inform the Nominated supervisor of any changes to their current management plan
- In case of a medical emergency an authorised person may remove a child from the centre without written permission provided they are specified as lawfully authorised person

### *Information that must be provided on Enrolment Form*

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition. The following information must be completed on the Enrolment Form, and any information will be attached to the Enrolment Form as necessary and kept on file at the service:

- Asthma
- Diabetes
- Allergies
- Anaphylaxis
- Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the service.

## COMMUNICATION AND DISPLAY OF MEDICAL INFORMATION

A communication plan will be discussed and incorporated into the Induction and Orientation of new and existing staff of the Medical conditions Policy, the medical management plan and risk minimization plan for children. The purpose of the communication plan is to ensure All educators and volunteers have access and are informed of each child's requirements or needs and where necessary, the service will ensure training is undertaken where specific needs are required such as the use of a EpiPen, ventilator for asthmatics. The service will display 'emergency procedures' for incidents such as epilepsy, accidents and minor incidents. The service retains information on medical conditions such as Asthma and Anaphylaxis guidelines. A CPR chart is actively displayed. Parents are encouraged to provide specific requirements for their child's needs.

The communication plan includes providing several avenues for parents to communicate any changes to the medical management plan. This can be done via webpage, email, phone, communication box, verbally to Admin staff or during our six monthly information update sent out by Admin. Upon enrolment, parents will be advised of how to and the importance of updating the medical information . Parents record known allergens or triggers on enrolment

form. This information is printed out daily on Quiklist where Educators and volunteers view at sign in at the start of their shift.

**Any child enrolled at the service with anaphylaxis allergies, diagnosed asthma or required medication will not be able to attend the service without medication prescribed by their medical practitioner.**

### *Diabetes Program*

The service acknowledges that students with diabetes can do everything their peers can do, but due to their diabetes they may require:

- Special consideration
- Extra consideration if unwell
- Special provisions when sitting exams
- Special provisions for privacy if testing blood glucose levels and injecting insulin at school
- Close supervision
- To eat at additional times, especially with physical activity

### **Risk Minimization Plan to minimize Allergic Reactions**

This plan has been developed to minimize potential allergens and risks to children in our care who have been identified who suffer from Asthma, Anaphylaxis, Allergies or other conditions. If your child needs additional strategies to minimize an allergic reaction, please speak to the Co-ordinator or Admin staff. These extra triggers will be placed on our Medical Quick Reference list which is printed with daily roll. This list is viewed daily by all Educators at commencement of their shift.

#### **Anaphylaxis**

In developing a risk minimization plan, several factors were taken into account including: age of children at risk; what the child and/or children are allergic to; the severity of the child and/or children's allergy; the environment; level of training or education educators have received and consultation with parents/guardians regarding any risk/allergy that their child/children have had diagnosed or family history. The strategies outlined below will only apply to the child/ren that has been identified as suffering from allergies. At least one educator will hold a current approved First Aid, Anaphylaxis and Asthma training certificate.

The service considers obligations for child/ren at risk of anaphylaxis include:

#### **Insect sting allergy**

Strategies that reduce the risk of insect stings vary depending on the insect the person is allergic to. Strategies both at OOSH and on excursions will include:

- Consider plant allergies when gardening or planting
- Where practicable, wear shoes outdoors near ant mounds and wear gloves when involved in outdoor gardening activities
- Parent are asked to supply and apply insect repellents that contain DEET (Diethyltoluamide, N, N-diethyl-3-methylbenzamide)
- Educators will be aware around bodies of water e.g Chlorinated pools attract bees; stagnant water attracts mosquitoes
- Have mounds/nests removed during regular maintenance
- Keep grass mowed
- Educate children about stings, insects and not aggravating mounds or nests and report any found to educators

### **Food/beverages/Canteen practices**

- Practices and procedures in relation to safe food handling, preparation, consumption and service of food are contained in the Educators Handbook
- Practices promoted with the children on a regular basis
- Parents to be responsible for reading the menu and ingredients in food supplied by the service. Alternatives provided by parent if not suitable
- All medical records are noted where a food allergy is diagnosed and all Educators sight medical records after parents/guardians have updated information to be contained on those records. This Action Plan must include a recent photo of the child, indicate allergy triggers, treatment/medication required and signed by a medical practitioner. We accept all Medical Action Plans from child's school.
- Medical Action Plan to be displayed for Educators to recognize the child. To be kept on the service premises and in medication box.
- Ensure that practices and procedures are available to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimizing the risks are developed and implemented

### **Asthma**

The service will undertake to minimize triggers of asthma by:

- Minimizing plants containing pollens and promoting a low allergen garden
- Keep the service as dust free as possible
- Enforcing no smoking rules in accordance with new laws of January 2014
- Keep abreast of back burning operations in the areas
- Ask parents to identify detergents and soaps being used at the service that may cause allergy
- Ensure kitchen/food areas are kept clean and practices are promoted such as washing hands immediately after food preparation and eating

### **Allergies**

Where allergies are identified by parents/guardians the service will endeavor to remove or contain those elements e.g peanuts or foods containing peanuts will not be provided and children will be encouraged not to bring into the service and share with other children food/s brought from home.

### **Obligation of the Service**

- Ensure educators, Educators and parents/guardians are aware of their obligations and the best practice of Management of asthma, allergies and anaphylaxis. Offer annual training by Royal Lifesaving Association.
- Ensure that all necessary information for the effective management of children with asthma or allergies is collected and recorded so that these children receive appropriate attention when required. Triggers will be added to Quick Reference list and printed daily.
- Identifying children with asthma and allergies during the enrolment process by Admin and referred to Educators.
- Ensure at least one Educators member is or has qualifications in first aid, Asthma & Anaphylaxis.
- Facilitating communication between management, educators and parents/guardians regarding the services strategies
- Ensure that all Educators are aware of first aid procedures; Educators are trained on induction in methods of evacuating a child/children experiencing any symptoms of anaphylactic shock including calling an ambulance and ensuring an adult remains with the child and other Educators are containing any element thought to have caused the anaphylaxis and alerting the Director/s who will undertake communication with parents/guardians

- Ensure medication is administered in accordance with the Medical Records of the child
- Medication/s to be carried by Educators on excursions

### **Communications Plan & Obligations of Parents/Guardian**

- Managing allergies/medical conditions requires clear communication methods between the families and the service
- The service will discuss the variety of options parents can inform us of a change in medical conditions and how this information will be relayed to all Educators
- Parents must provide up-to-date medical information on child/children; ensure the Medical Action Plan is accurate with Photo and correct emergency contact details; Clearly identify any allergies of the child/children, triggers and management plan. We accept School Action Plans signed by a medical practitioner.
- Provide the service with medication/s to administer on a daily basis; and provide EpiPen and inhaler for emergency provision on excursions etc. Children will not be enrolled without correct medication supplied daily.
- Supply the child with correct clothing and food to minimize risks
- Identify known triggers at the service and bring to Educators attention. Eg: hand soap which can easily be changed or restrict play area near animals if they are a known allergy trigger
- Parents to be responsible for reading the menu and ingredients in food supplied by the service. Parents to provide alternatives if not suitable.
- At OOSH we regularly have spontaneous celebrations (birthday's) and occasional food rewards. To ensure your child's participation please supply a "treat box" or safe cupcakes to be stored in the freezer with your child's name.

### **Excursions**

While the service aims to provide a range of activities for children of all ages the service is unable to cancel or re-book activities to accommodate one child with, for instance, an allergy. For example, if an activity of horse riding has been planned by the service and a child is allergic to horse hair, the service reserves the right to continue with that activity. Parents/guardians can utilize other services of COOSH to accommodate that child, that is to make arrangements to have their child dropped off at another service in the area (e.g PCYC, Korora, Fun Factory and Woolgoolga). The service apologizes for any inconvenience but endeavors to promote a wide range of activities for all children in accordance within legislation of the Australian Children's Education and Care Quality Authority Framework.

<p>DATE ENDORSED 08/16 DATE FOR REVIEW AND EVALUATION 06/2018</p>
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# COMMUNICATION

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EDUCATORS / MANAGEMENT  
EDUCATORS / PARENT  
EDUCATORS / CHILD  
EDUCATORS / EDUCATORS

## **POLICY STATEMENT**

The service aims to maintain positive and open communication between all parties involved in the service. Educators, parents and Directors will be made aware of appropriate communication avenues and procedures.

## **PROCEDURE**

### *Educators / Management*

- Educators and members of Management are to treat each other with respect, courtesy and understanding.
- Appropriate language is to be maintained at all times.
- The Co-ordinator/s is the main line of communication between the educators and Management
- Educators can raise any issues with the Directors through the Co-ordinators. The Co-ordinator/s will ensure that this is drawn to the Directors attention through the monthly report.
- Where necessary educators will be invited to management meetings to discuss their concerns.
- Where the matter is seen as urgent, the Co-ordinator/s may raise the issue with the Directors prior to the meeting and discuss if there is a need for immediate action to be taken at that time.
- If educators have an issue they do not wish to address with the Co-ordinator/s they may personally write to the Directors identifying the problem and asking for the help of Management.
- A copy of this letter must be given to the Co-ordinator/s.
- The issue should be raised at the next management meeting. The educators member involved will be asked to attend the meeting to personally discuss the issue.
- Where there is a distinct conflict between a educators member and the management, the educators member or management can act on this as per the grievance procedures. A mediator can be brought in to discuss any concerns that have not been able to be resolved by the normal procedures
- Confidentiality principles will be maintained by the educators at all times.

### *Educators/parent*

- Educators will create a comfortable and supportive environment for parents and strive for open communication and good relations with parents.
- Educators and parents will treat each other with respect, courtesy and understanding.
- Appropriate language is to be maintained at all times.
- Educators will not be judgmental towards the parents and respect their need to use childcare.
- Educators will accept parent's individual differences in raising their children and in all cultural issues.

- Educators will ensure parents are greeted and farewelled in all sessions.
- Educators will maintain regular, open communication with parents. Educators should inform parents personally about anything relating to their children as an ongoing process. This could be praise about the child's day or activities, any problems the child might have had in the day, issues of behaviour that may have been a concern and so on.
- Educators will regularly talk to parents about the child's interests or activities and respond to suggestions from the parents.
- Educators will regularly talk to parents about the child's cultural needs and celebrations and respond to these.
- When parents contact the service to see how a child is settling in, the educators will provide the parent with information regarding the child's participation and wellbeing.
- Conversations will be maintained at a positive level
- Confidentiality principles will be maintained by the educators at all times.

Communication with parents will be maintained in a variety of ways such as:

- Greeting and fare welling.
- Personal conversations.
- Notice boards.
- Parent handbooks.
- Newsletters.
- Information from the Management.

Educators will ensure that parents are fully aware of all lines of communication, and ensure these are followed.

Educators will be aware of their limitations in relation to parent's problems and ensure they are referred to the appropriate people when required.

Parents and educators are requested to maintain confidentiality at all times.

#### *Educators / child.*

- Educators and children are to treat each other with respect, courtesy and understanding.
- Educators will respect children's opinions and encourage their participation in the planning of the program and in establishing a code of behaviour for the service.
- Appropriate language is to be maintained at all times.
- Educators will use appropriate voice tone and level when talking to children. Shouting should be avoided.
- Educators will be supportive and encouraging and communicate to children in a friendly positive and courteous manner.
- Educators will initiate conversations with all children, and develop an understanding of the child and their interests.
- Educators will give praise and positive feedback to the children as often as possible.
- Educators will form friendly and warm relationships with the children in their care.
- When communicating with children educators will ensure that they are understood and to communicate at the child's level.
- Children will never be singled out or made to feel inadequate at any time.
- Educators will not threaten or verbally abuse the children in any way
- Confidentiality principles will be maintained by the educators at all times.
- Educators will maintain respect for child/children at all times.

#### *Educators /Educators*

- Educators members are to treat each other with respect, courtesy and empathy.
- Appropriate language is to be used between educators at all times.
- Educators is expected to work together as a team and be supportive of each other in the workplace.
- Educators meetings are appropriate times to raise matters of interest or concern to other educators. The Director/s will arrange for educators contributions to be placed on the meeting Agenda.
- Educators is expected to read minutes of educators meetings and to take notice of changes to Centre policy and procedures.
- Educators is to read the daily communication book prior to the commencement of each roster.
- Educators will familiarize themselves with the content of all notices displayed around the service.
- A educators member with concerns about the work practices or standards of another educators member will firstly approach that educators member to discuss the matter. If the matter remains unresolved, then the grievance procedures will be followed.
- Educators should not unnecessarily involve parents or other educators member in their matters of grievance or complaint
- Confidentiality principles will be maintained by the educators at all times.
- The principles of respect will be maintained from educators to educators at all times.

#### *General Communication*

Several methods of communication are available for educators to utilise to communicate news and information to parents/guardians, children and other stakeholders. There are regular newsletters, notices and signs in the service, parent communication book and photo boards and opportunities for the parents to attend the service for information sessions.

#### *Communication Methods*

The various methods of communication can be:

- Internet Website
- Program letters and feedback forms
- Daily information sheets and/or boards in the service
- Verbally in person or by telephone
- Photographs, programs, information regarding topics of interest to parents/families, coming events and items of interest are displayed for parents to view and photo boards.
- Communication books
- Statements