

### 3.3 MEDICAL CONDITIONS

#### **Policy:**

Mackay Family Day Care is committed to ensuring that children with medical conditions such as asthma, anaphylaxis and diabetes have access to quality family day care. The Approved Provider will ensure that the scheme has in place policies and procedures in relation to medical conditions as set out in Regulation 90, ensuring that the risks relating to a child's medical condition or specific health care needs are assessed and minimised.

#### **Procedures:**

1. Where a child enrolling at the service is identified with a specific health care need such as asthma, anaphylaxis or diabetes, parents/guardians are required to provide the family day care educator with a Medical Action Plan completed by a Medical Practitioner, and a Risk Minimisation and Communication Plan completed by the parent/guardian prior to the child commencing care.
2. Where a child enrolling at the service is identified with any other relevant medical condition (e.g. allergy) the parent must complete a Risk Minimisation and Communication Plan prior to the child commencing care.
3. The Risk Minimisation and Communication Plan must be discussed and signed by the parent/guardian and family day care educator.
4. Co-ordination unit staff must provide a copy of Mackay Family Day Care Scheme's Medical Conditions Policy to the parent of any child with a specific health care need or medical condition at the time of enrolment.
5. Copies of Medical Action Plans and Risk Minimisation and Communication Plans must be kept at the educator's residence/venue, at the co-ordination unit office.
6. Whenever the educator leaves the family day care residence/venue with a child who has a Medical Action Plan, a copy of this plan must be taken.
7. Whenever the educator leaves the family day care residence/venue with a child who has a Medical Action Plan, the child's medication must be taken and stored appropriately.
8. The Medical Action Plan will be followed in the event of an incident relating to the child's specific health care need.
9. If applicable, all parents/guardians should be advised when a child attending the family day care residence/venue has been diagnosed as at risk of anaphylaxis.

10. The Nominated Supervisor, staff members and educator assistants will be made aware of this policy, the location of Medical Action Plans and Risk Minimisation and Communication Plans.
11. If using support care (i.e. educator assistant or co-ordinator) the educator must ensure the support carer has read the Risk Minimisation Plan and Medical Action Plan and is able to quickly access any relevant medication should the need arise.
12. Medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition must be brought with the child on every day the child attends care.
13. Children over pre-school age can self-administer medication if the parent/guardian has given permission on the Risk Minimisation and Communication Plan.
14. The educator will supervise the self-administration of medication by a school age child.
15. Details of any medication administered as a result of a child's specific health care need will be recorded on an Authorisation to Administer Medication form. The parent/guardian will be given a copy of the record and a copy will be sent in to the co-ordination unit with the relevant timesheets.
16. Parents/guardians must notify the educator, in writing, of any changes to Risk Minimisation and Communication Plans as soon as possible after the change occurs. The co-ordination unit staff must be provided a copy of these updates by the educator.
17. At any time an Action Plan is updated, the parent/guardian must provide to the educator, an updated copy, signed by the Medical Practitioner. The co-ordination unit staff must be provided a copy of this updated Medical Action Plan by the educator.

Date Implemented	Review Date	Date Updated	Source
2015 June	2016 December 2019 December (2020 February) 2021 August	2018 June	<ul style="list-style-type: none"> <li>• Education and Care Services National Regulations 2011</li> <li>• National Quality Standard for Early Childhood Education and Care and School Age Care, 2009</li> </ul>

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