

# Medical Conditions Policy

## Introduction

Y Canberra Region is committed to supporting participant's, children and young people to be safe regardless of any medical needs. Their health and safety is of paramount importance and we understand there is a shared legal responsibility, commitment and accountability to implement and administer any medical / medication requirements.

## Objectives

Y People will work with parents / guardians, participant's children and young people to mitigate risk of harm when they are exposed to allergens, require medical intervention or if they are identified to have individual medical / behavioural needs.

The Medical Condition, Dietary and Behaviour Support Requirements Form is used to inform Y People of any medical requirements and management expectations.

## Policy

### Y People will...

- (Children Services Only) Abide by the requirements of the Education and Care Services National Law and Regulations.
- (Children Services Only) Ensure an approved Anaphylaxis, Asthma and First Aid Qualified Y Person in on site at all times
- Seek information about specific health care needs e.g. allergy or relevant medical condition.
- Communicate verbally and in writing any Medical Condition, Dietary and Behaviour Support Requirements of all participants including, children or young people.
- Encourage ongoing communication with parents / guardians in regards to the medical status of participants using the QK Enrol and emailing the Nominated Supervisor / Manager of the service.
- Conduct regular review of the environment / routine / kitchen / meal times to ensure exposure to relevant allergens is not present.
- (Children Services Only) On enrolment provide parents / guardians with access to the Medical Conditions Policy, Medical Administration Policy and a copy of the Medical Condition, Dietary and Behaviour Support Requirements form.
- Ensure the Medical Condition, Dietary and Behaviour Support Requirements Form includes
  - Date
  - Participant's name and date of birth
  - Days of attendance
  - Service / Room Name Participant is attending
  - Medical / Dietary Condition (this could include behaviour)
  - Reason for the medical requirement and any known triggers
  - Expiry date of any medications (Epi-pen)
  - Storage location
  - Emergency contact requirements
  - Medical / Dietary / Behaviour requirements information
  - Risk Minimisation and Communication Plan
  - Y People signed understanding
  - Parent authorisations
  - Review dates

### Y CANBERRA REGION – MEDICAL CONDITIONS POLICY

| Ref # | Owner                               | Internal / External | Approved      | Last Amended | Status   |
|-------|-------------------------------------|---------------------|---------------|--------------|----------|
| R003  | Children Services Executive Manager | Internal            | Nomenber 2020 | Aug 2019     | APPROVED |

- Provide a copy of the Medical Conditions Policy to all Y People via the Service Policy Folders, the Y Canberra Region Extranet and the Y Canberra Region website.
- Develop a Risk Minimisation and Communication Plan when a medical condition has been identified in consultation with parents / guardians and Y People.

**In relation to self-administration of medication for participants over pre-school age. Y People implement practical strategies to mitigate any risk of harm.**

- Authorisation for the child to self-administer medication is recorded in the administration of medication record for the child.
- Any medication must be given to a Y Person to place in a safe storage area.
- A Y Person will provide the medication to the child ready for self-administration
- Self-administration of medication for participant's over pre-school age takes place under supervision and is witnessed by a second staff member
- Self-administration of medication is documented / recorded as per the Administration of Medication Policy.

**In relation to participants at risk from food related allergies. Y People implement practical strategies to mitigate any risk of harm.**

- Notification of allergy triggers on display at Y locations
- Implement a "nut-free" location, including food brought from home, fund raising foods, menu's
- Notifying food allergy and participant with allergy to cooks / chefs / Y People.
- Comply with health and hygiene guidelines for safe food preparation.
- Adhere to Food Handling Policies and Procedures, Nutrition Policies and Mealtime Procedures
- Be provided with specifically prepared meals to cater to the dietary / allergy requirements.
- Supervise to ensure there is no sharing of food or utensils
- It may be appropriate for a highly allergic participant to sit at a different table to avoid consumption or exposure any food or drink containing the allergen
- When the at risk participant is allergic to milk, ensure non-allergic babies are held when they drink formula/milk.
- Only for extreme allergens it is recommended the food item is removed from the menu e.g. eggs
- Ensure tables, benches and surfaces are cleaned and sanitised after eating.
- Implement effective handwashing and hygiene practices upon arrival, before and after meals.
- Professional development in health, hygiene and food safety to prevent cross contamination between foods during the handling, preparation and serving of food

**In relation to participants at risk from bites and sting allergies. Y People implement practical strategies to mitigate any risk of harm.**

- Conduct a risk assessment of the environment to minimise any exposure to known triggers e.g. bees
- Participants with known allergies will be supervised at all times. In relation to Managing the Medical Condition known as Asthma. Y People Implement practical strategies to mitigate any risk of harm.
- Ensure parents / guardians provide current, relevant and updated information on the participant, child or young person's health, wellbeing, medical conditions and medications by agreeing to updated the details of any changes to medical diagnoses, or changes to the condition, or treatment of condition during the period of enrolment using the "QK Enrolment Form"

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- Ensure an Asthma Action / Management Plan approved by a medical practitioner is provided on enrolment / prior to the participant starting in the service/ when the child or young person is diagnosed / when changes to their asthma treatment occurs.
- Ensure Administration of Medication forms are signed.
- Be aware of any indoor / outdoor environment triggers... pollens, chemicals, animals, bush fires, colds and flu, diet/food, exercise, heating/air conditioning
- Reduce any exposure to indoor allergens by providing a clean and hygienic environment e.g. vacuuming and shampooing carpets, washing soft furnishings, controlling pest infestations, keeping pets and their environments clean, regularly dusting windowsills, doors, surfaces and shelving.

**Where a participant is having an acute asthma the following steps should be followed**

1/ Administer First Aid or Medical treatment according to their;

- emergency Asthma First Aid Plan,
- the participant Asthma Action Plan or Medical Management Plan, or,
- a doctor / paramedic's instructions.

2/ Dial 000 for an Ambulance and notify the parents / guardians

3/ Y People inform their immediate supervisor / manager

4/ Complete SOLV incident form

**In relation to Managing the Medical Condition known as Diabetes, Y People Implement practical strategies to mitigate any risk of harm.**

In consultation with parents / guardians and registered medical practitioners, Y People will ensure the parent / guardians supplies a Diabetes Action Plan containing the following strategies and information;

- A clear photo of the participant
- Documentation of significant blood sugar level symptoms (hypo-glycaemic or hyper-glycaemic)
- Documentation of the First Aid response including any prescribed medication
- Identification and contact details of the registered health practitioner who completed the form
- When required Y People are trained to recognise any risk and understand risk mitigation strategies to implement if they are experiencing high or low blood sugar reactions and instruction in the administration of glucagon.
- Complete Incident reports of low or high blood sugar reactions, including any requiring medical intervention from SOLV, signed Y People, Supervisor / Manager and the Parent / Guardian
- Allow additional trips to the toilet / nappy change area
- Allow participant to eat as required
- Where required encourage age appropriate education to participant's

**In relation to managing a diagnosed or undiagnosed medical condition, Y People implement practical strategies to mitigate any risk of harm.**

To provide support for a participant with a medical condition, Y People will;

- Ensure parents / guardians provide information, on enrolment and prior to the participant commencing, about the participant's health, medications, medical condition, allergies, their doctor's name, address, phone number, emergency contact names and phone numbers, and any relevant Action Plan or Medical Management Plan approved by their doctor.
- Ensure parents / guardians provide updated details of any changes to medical diagnosis or changes to the condition or treatment during the period of enrolment by updating the QK Enrollment Form

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- Ensure written consent has been given for the administration of any medications.
- Ensure policies and procedures are adhered to when administering medication, First Aid or when implementing a Medical Management Plan
- Supply a written Medical Management Plan for the child prior to their attendance at the service. This should include:
  - o signs & symptoms to be aware of,
  - o any specific monitoring required,
  - o any specific medication/treatment required,
  - o what action to take in the event of a medical emergency, including emergency contacts for the participant's doctor and family, or what first aid to give.
  - o what meals and snacks are required including food content, amount and timing,
  - o what activities and exercise the participant can or cannot do, and
  - o whether the participant is able to go on excursions and what provisions are required.

## Definitions

**Asthma** is a condition of the airways. People with asthma have sensitive airways in their lungs which react to triggers that set off their asthma. This makes it harder for them to breathe.

**Allergy** occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in house dust mites, pets, pollen, insects, moulds, foods and some medicines.

**Anaphylaxis** is a severe and sudden, life- threatening, allergic reaction when a person is exposed to an allergen.

## Scope

Children Services or where applicable

## Roles and Responsibilities

| Department/ Area      | Role/Responsibility  |
|-----------------------|--|
| Supervisors / Manager | <ul style="list-style-type: none"> <li>• Ensure parents / guardians are provided with the medical condition and medical administration policy</li> <li>• Ensure parents / guardians are provided with the Medical Condition, Dietary, Behaviour Requirements Form</li> <li>• Review and update the Medical Condition, Dietary, Behaviour Requirements Form and action plans annually or as required</li> <li>• Monitor medication expiry dates</li> <li>• Monitor safe storage of all medications</li> <li>• Where required arrange training for medical conditions</li> </ul> |
| Y People, Y Person    | <ul style="list-style-type: none"> <li>• Comply with Medical Management Plans and Y Canberra Region policies</li> <li>• Monitor participant's medical and medication requirements</li> <li>• Ensure safe storage and administration of medications</li> </ul>  |
| Parents / Guardians   | <ul style="list-style-type: none"> <li>• Complete the Medical Condition, Dietary, Behaviour Support requirement form on enrolment</li> <li>• Provide a Medical Management Action Plan for diagnosed medical conditions e.g. Asthma, Anaphylaxis, Diabetes</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Provide the medication to manage the medical condition at all times when the participant is in attendance</li> <li>• Communicate verbally and in writing any changes to the Medical Condition, Dietary and Behaviour Support Requirements of participants.</li> <li>• Provide current, relevant and updated information on the participant, child or young person’s medical condition and medications by agreeing to updated the details of any changes during the period of enrolment using the “QK Enrolment Form”</li> <li>• Collaborate any medical changes or updates immediately, as required or on the annual Medical Condition, Dietary and Behaviour Support Requirements Form review.</li> </ul> |
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## Monitoring, Evaluation and Review

February 2022

### Supporting Documents (links to procedures, legislation, forms, work practices)

- First Aid Policy
- Child Health and Wellbeing Policy
- Medication Administration Policy
- Medical Condition, Dietary and Behaviour Support Requirements Form
- Educational and Care Services National Regulations, 2011 ss 90, 91
- Education and Care Services National Law Act, 2012
- National Quality Standards: Quality Area 2
- www.allergy.org.au accessed January 2018
- Australasian society of clinical immunology and allergy- accessed January 2018
- Asthma Australia <http://www.asthmaaustralia.org.au/>
- 4 Step Asthma first aid plan  
[http://www.asthmaaustralia.org.au/uploadedFiles/Content/About\\_Asthma\\_2/Resources/Brochures/AA\\_Poster\\_First%20Aid%20A4\\_2014.pdf](http://www.asthmaaustralia.org.au/uploadedFiles/Content/About_Asthma_2/Resources/Brochures/AA_Poster_First%20Aid%20A4_2014.pdf)

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