

Our Patch Medical Conditions Policy

Purpose

Our Patch is committed to ensuring that all children with a diagnosed medical condition, allergy, anaphylaxis risk, asthma, diabetes, epilepsy, or other specific healthcare need are able to participate safely and fully in our programs.

We recognise that the safety, health, wellbeing and best interests of children are the paramount consideration in all decisions and actions. Our Patch will maintain systems that identify, assess, manage and review risks associated with a child's medical condition and ensure compliance with the Education and Care Services National Law and National Regulations.

Scope

This Policy applies to all Our Patch education and care services, including Outside School Hours Care programs. It applies to all children enrolled at the service who have a diagnosed medical condition, allergy, anaphylaxis risk, asthma, diabetes, epilepsy, or any other health condition requiring medication, monitoring, treatment, risk management, or emergency intervention.

This Policy applies to Approved Providers, Area Managers, Nominated Supervisors, Responsible Persons, Educational Leaders, Senior Program Coordinators, Educators, Relief Educators, Students, Volunteers, and any other person engaged by or working within an Our Patch service.

The Policy outlines the organisation's requirements for:

- Identifying and managing children's medical conditions.
- Developing, implementing, and reviewing Medical Management Plans, Risk Minimisation Plans, and Communication Plans.
- The safe storage, accessibility, and administration of medication and medical equipment.
- Educator responsibilities in supporting children with medical conditions.
- Communication with families and relevant stakeholders regarding children's health needs.
- Managing food allergies, environmental triggers, and other identified health risks.
- Responding to medical incidents, illnesses, and emergencies.
- Ensuring medical information is available during excursions, transportation, emergency evacuations, and all service activities.
- Maintaining legislative compliance with the Education and Care Services National Law and National Regulations.

This Policy should be read in conjunction with the Medical Conditions Procedure, relevant Work Instructions, and associated health, safety, medication, and emergency management policies and procedures.





Policy Statement

Our Patch will:

- Support the inclusion of children with medical conditions.
- Develop and maintain documented Medical Management Plans, Risk Minimisation Plans and Communication Plans.
- Ensure all educators understand each child's medical requirements.
- Ensure medication and medical equipment are readily available and accessible.
- Ensure appropriately trained educators are present at all times.
- Respond immediately and appropriately to any medical emergency.
- Maintain accurate medical and medication records.
- Work collaboratively with families to manage risks and support children's health and wellbeing.
- Ensure Medical Management Plans are current, accessible and reviewed regularly.
- Ensure all relief educators, students and volunteers are informed of relevant medical conditions and emergency procedures before commencing their duties.
- Implement additional controls for managing allergies and food-related risks.
- Ensure prescribed medication and medical equipment accompany children during excursions, transportation and emergency evacuations.

All families with a child enrolling with a specific health care need, allergy or relevant medical condition must receive a copy of this policy. This will be recorded on the risk minimisation and communication plan.

Definitions

Medical Condition

A diagnosed condition requiring ongoing monitoring, treatment or emergency response.

Medical Management Plan (MMP)

A written plan completed and signed by a Registered Medical Practitioner detailing:

- Diagnosis
- Triggers
- Symptoms
- Medication requirements
- Emergency response procedures

Risk Minimisation Plan (RMP)

A service-developed plan created in consultation with families to reduce risks associated with a child's medical condition.

Communication Plan

A documented process developed in consultation with families that outlines how information about a child's medical condition will be communicated to educators, relief staff, volunteers, students and families, including how changes to management requirements will be communicated.





Emergency Medication

Medication prescribed for emergency treatment, including EpiPens, asthma relievers, insulin and epilepsy medications.

Medical Management Plans

Prior to a child's commencement, families must provide a Medical Management Plan for any child diagnosed with:

- Asthma
- Anaphylaxis
- Diabetes
- Epilepsy
- Any other medical condition requiring medication, monitoring or emergency intervention.

Medical Management Plans must:

- Be completed and signed by a Registered Medical Practitioner.
- Include details of the child's diagnosis, triggers, symptoms, prescribed medication and emergency response procedures.
- Include a current photograph of the child where relevant.
- Be reviewed at least annually and whenever the child's medical needs change.

Children diagnosed with neurodevelopmental or behavioural conditions such as Autism Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD) may not require a Medical Management Plan unless they have an additional diagnosed medical condition that requires medical management. Where support is required, the service will work with families to obtain and maintain appropriate documentation that identifies the child's support needs, strategies and reasonable adjustments. Families are encouraged to provide relevant information regarding their child's diagnosis and support requirements to assist the service in supporting the child's safety, wellbeing, participation and inclusion. Where medication is required, the service will ensure appropriate authorisations, records and management processes are in place in accordance with service policies and procedures.

Risk Minimisation Plans

A Risk Minimisation Plan will be developed in consultation with the family for each child with a diagnosed medical condition.

The Risk Minimisation Plan will identify:

- Risks associated with the child's medical condition.
- Strategies to reduce identified risks.
- Procedures for managing the child's health needs.
- Medication storage arrangements.
- Emergency response arrangements.
- Excursion, transportation and evacuation considerations.
- Any food, environmental or activity-related risks.





For all medication administration, an educator must retrieve the medication from its designated storage location and provide the prescribed dose to the child. Where a child is developmentally capable and approved to self-administer medication, they may take the medication themselves. However, the administration process must be supervised by an educator and witnessed by a second educator to verify that the correct medication and dosage are provided and administered in accordance with service procedures.

Communication Plans

A Communication Plan will be developed for each child with a diagnosed medical condition.

The Communication Plan will identify:

- How educators will be informed of the child's condition.
- How relief educators will be briefed.
- How volunteers and students will be informed of relevant responsibilities.
- How families communicate changes to the child's condition or treatment.
- How updates to Medical Management Plans and Risk Minimisation Plans will be communicated.
- How notices will be displayed where appropriate.
- Where medical information and emergency instructions will be located.
- How changes to plans will be distributed and acknowledged.

Accessibility of Medical Information

Medical Management Plans, Risk Minimisation Plans, Communication Plans and emergency medication information must be readily accessible to educators while maintaining children's privacy and confidentiality.

Information may be maintained in:

- XAP or another approved management system.
- Medication folders.
- Service emergency information folders.
- First aid kits.
- Excursion bags.
- Food preparation areas where allergy management is required.

Other locations determined through the service risk assessment process.

Medication Availability

Children prescribed emergency medication or medical equipment for the management of a diagnosed medical condition must not attend the service unless the required medication or equipment:

- Is supplied by the family.
- Is clearly labelled.
- Matches the Medical Management Plan.
- Is within the expiry date.





- Is immediately available for emergency use.

Where required medication is unavailable, expired, damaged or unsuitable for use, the child may be excluded from attendance until the issue is resolved.

Food Allergy and Allergen Management

Where a child has a diagnosed food allergy, the Risk Minimisation Plan must identify:

- Food restrictions.
- Known allergens and triggers.
- Food preparation controls.
- Food handling requirements.
- Cross-contamination controls.
- Food-related learning experiences and celebrations.
- Holiday program food activities.
- Excursion food arrangements.
- Communication requirements for families and educators.

Educators must implement all relevant controls identified in the Risk Minimisation Plan and ensure food-related activities do not expose children to unreasonable risk.

Roles and Responsibilities

Approved Provider

Must:

- Ensure this policy is implemented.
- Ensure Risk Minimisation Plans are developed.
- Ensure educators receive training.
- Ensure families receive a copy of this policy.
- Monitor compliance.
- Provide adequate resources and emergency equipment.

Area Managers

Must:

- Oversee implementation of this policy.
- Ensure all plans remain current.
- Update staff regarding changes.
- Monitor training compliance.
- Ensure documentation is available and accessible.
- Review medication storage arrangements and expiry dates.

Leaders

Must:

- Review attendance and complete daily medical checks.





- Verify medication is present and within date.
- Ensure Medical Management Plans, Risk Minimisation Plans and Communication Plans are accessible and current.
- Ensure relief educators, volunteers and students are appropriately briefed.
- Coordinate reviews of Risk Minimisation Plans.
- Ensure excursions address individual medical needs.
- Ensure educators accompanying children on excursions carry relevant medication and emergency plans.

Responsible Persons

- Medication can only be administered to children by a responsible person.
- All Educator points must also be adhered to.

Educators

Must:

- Know the medical conditions of children in their care.
- Follow Medical Management Plans.
- Witness medication only in accordance with authorisation requirements.
- Complete required medication and incident records.
- Monitor children's wellbeing.
- Report concerns immediately.
- Implement strategies identified within Risk Minimisation Plans.

Families

Must:

- Declare medical conditions at enrolment.
- Provide current Medical Management Plans.
- Supply all required medication and equipment.
- Notify the service of any change to the child's condition, treatment or medication.
- Participate in the development and review of Risk Minimisation Plans and Communication Plans.

Ensure prescribed medication remains current and within expiry dates.

Daily Medical Condition Checks

At the commencement of the day, the Leader must verify:

- Children with medical conditions are identified in the Mini Meetings.
- Required medication and medical equipment are present.
- Medication is within expiry dates.
- Medication matches the current Medical Management Plan.
- Emergency contact details are current.
- Relief educators have been informed of children's medical requirements.
- If required, ensure excursion contain required medication and plans.





Review of Plans

Medical Management Plans, Risk Minimisation Plans and Communication Plans must be reviewed:

- At least annually.
- When a diagnosis changes.
- Following a medical incident or emergency.
- Following a hospitalisation related to the condition.
- Following a change in medication or treatment.
- Whenever requested by the family or medical practitioner.
- Whenever new risks are identified by the service.

Related Policies

This policy should be read in conjunction with:

Administration of Medication	Nutrition and Food Safety	Excursions
Administration of First Aid	Hygiene and Infection Control	Privacy and Confidentiality
Incident, Injury, Illness and Trauma	Child Safe Environment and Safeguarding	Acceptance and Refusal of Authorisations
Emergency Management and Evacuation	Enrolment and Orientation	

Legislative Requirements

This policy supports compliance with:

Reg 90 Medical Conditions Policy	Reg 94 Exception to Authorisation Requirement	Reg 162 Enrolment Records
Reg 91 Medical Conditions Policy to be provided to parents	Reg 95 Procedure for Administration of Medication	Reg 168 Policies and Procedures
Reg 92 Medication Record	Reg 96 Self-Administration of Medication	Reg 170 Policies and Procedures to be Followed
Reg 93 Administration of Medication	Reg 136 First Aid Qualifications	Reg 162 Enrolment Records
Reg 173 (2)(f) Prescribed information	NSQ Quality Area 2- 2.1, 2.1.1, 2.2 & 2.2.1	

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