



Medical Conditions Policy PP05V01

Effective date of Policy: December 2020

Date of next review: December 2021

Be Heard Philosophy

Be Heard believes that the safety and wellbeing of children who are at risk from various Medical Conditions is a high priority and responsibility.

AIM: To support children's wellbeing and manage precise health requirements, Be Heard will work in accordance with all relevant regulations to ensure health related policies and procedures are developed and implemented.

1. Internal References

Related Policies:

- Incident, Illness, Accident and Trauma Policy
- Privacy & Confidentiality Policy
- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Management Policy

2. Responsibility

- Staff
- Families
- Students and Volunteers

3. Implementation

PRINCIPLES

A medical condition may include but not be limited to asthma, diabetes or a diagnosis that the child is at risk of anaphylaxis.

- A diagnosed health care need is defined as a need that is permanent, ongoing and may require additional actions to be followed by be heard to ensure the health, safety and wellbeing of the child.

As advocates for children, we aim to ensure that children receive the correct treatment for any medical condition, allergy or diagnosed health care need that arises. We achieve this by ensuring that any requests made by families are supported by written medical advice from a registered medical practitioner stating the medical diagnosis and treatment.

The principles of supporting children's medical conditions are as follows:

- Ensure that staff correctly manage, through understanding, each child's medical condition, allergy, or diagnosed health care need as stated in the medical diagnosis.
- To provide clarity for Be Heard on how to comply with any authorization requirements.

- Minimise the risk of an adverse reaction occurring while the child is in the care of Be Heard.
- Respond appropriately to an adverse reaction by initiating appropriate treatment as advised by a registered medical practitioner.
- Competently administer any medication or treatment required by a child.
- Raise Be Heard's community's awareness of these medical conditions and its management of them through education and policy implementation.
- Provide clarification around the process for non-prescribed prevention creams such as nappy cream and sunscreen as a diagnosed health care need.
- Provide clarity that either a Medical Management Plan or Action Plan and Risk Minimisation Forms are required at any time a family ticks 'yes' that the child having a medical condition, allergy or diagnosed health care need on the enrolment form, except for non-prescribed nappy cream and sunscreen as a preventative measure (an annual authority is required for these).
- Understand that many medical conditions such as asthma, anaphylaxis and diabetes are severe, life-threatening conditions.
- Understand that young children may not be able to express the symptoms of their medical condition.
- A reaction can develop within minutes but with planning and training, a reaction can be treated effectively by following the child's Medical Management Plan or Action Plan.
- Understand and accept that it is not possible to achieve a completely allergen-free environment in any service. There should not be a false sense of security that an allergen cannot become present.

We must recognise the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an adverse reaction, including strategies to minimise the presence of allergens.

REQUIRED DOCUMENTATION

1. INTAKE RECORD

If a family, ticks 'yes' to a medical, allergy, or diagnosed health care need on the intake form, further discussion and a Medical Management Plan or Action Plan must be completed by a registered medical practitioner and a Risk Minimisation Plan developed.

2. MEDICAL MANAGEMENT FORM

The purpose of this form is to obtain clear medical, allergy or diagnosed health care need information from a registered medical practitioner. An Action Plan signed by a registered medical practitioner can be provided instead of a Medical Management Plan. These must include the diagnosis, any treatment or medication required and clear indicators of when to administer the medication or treatment.

This form is to be used when a family ticks 'yes' on the intake form that their child has a medical condition, allergy or diagnosed health care need. This form must be updated annually at a minimum or when the condition changes. The original copy is to be kept with the child's intake record. A copy is given to the family. Copies are kept in Be Heard's Medical Management Folder.

3. RISK MINIMISATION PLAN

The purpose of this form is to record the discussion between the family and Be Heard. It aims to ensure steps are taken that may not worsen the child's condition. The original copy is kept with the child's intake forms and a copy is provided to the family.

4. ACTION PLAN

The purpose of this form is to obtain clear medical, allergy or diagnosed health care need information from a registered medical practitioner. A Medical Management Plan signed by a registered medical practitioner can be provided instead of an Action Plan. These must include the diagnosis, any treatment or medication required and clear indicators of when to administer the medication or treatment. As Action Plans are only available for more serious life-threatening medical conditions, it also provides what step-by-step emergency actions staff must follow if a child displays symptoms of their condition. If the condition is life threatening and is not one of the above an Action Plan must be created and displayed outlining the steps to follow. This form must be updated annually at a minimum or when the condition changes.

5. COMMUNICATION PLAN

The purpose of this is to:

- Inform relevant staff and volunteers about the Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan for each child.
- Inform families how they can communicate any changes to the Medical Management Plan and Risk Minimisation Plan for their child, setting out how that communication can occur.

A copy is to be given to each family attached to the Medical Management Plan or Action Plan and Risk Minimisation Plan.

6. DIETARY REQUIREMENTS FORM

The purpose of this form is to capture from the family all dietary needs that determine what a child may and may not consume that are not allergy based.

FAMILY OBLIGATIONS

- Read and be familiar with this policy
- Have a registered medical practitioner sign the required paperwork provided by Be Heard
- Advise Be Heard as soon as there is any change in the child's health condition whether previously diagnosed or otherwise
- Advise Be Heard if the child seeks medical attention
- Provide updated required paperwork as provided by Be Heard signed by a registered medical practitioner
- Provide relevant information relating to the condition to Be Heard
- Provide up-to-date contact details to enable Be Heard to contact them at any time more information is required regarding the administration of any medication to the child
- Ensure staff have access to current medication at all times by leaving it on the premises in a medication bag
- Regularly check the expiry date of any such medications

BE HEARD PROCEDURES

On application for intake, check if the child has any medical condition, allergy or diagnosed health care need and, if yes, provide families with the required forms, which a registered medical practitioner must sign. Assess whether Be Heard can meet the child's requirements and whether Staff are appropriately trained to manage the child's needs at that time. We regard ourselves as an inclusive service. If 'yes' is ticked on the Intake Form, ensure that all required paperwork is received and distributed to the appropriate staff.

Consult with the family to develop a risk minimisation plan that:

- Assesses and minimises the risks relating to the child's specific diagnosed health needs, allergy or medical condition.
- Ensure there are practices and procedures relating to the safe handling, preparation, and consumption and service of food developed and implemented.
- Provide a copy of Be Heard's Communication Plan to the family that outlines how a family can communicate any changes to Be Heard about the child's Medical Management Plan, Action Plan and Risk Minimisation Plan.
- Ensure that at all times a child, who has a prescribed medication, has that medication accessible at the premises.
- Ensure staff caring for the child are competent in the administration of the required medications.
- In a situation where a child who has not been diagnosed as allergic, but who appears to be having a severe reaction or attack and staff have called 000 and are following instructions, advise the family, check completed paperwork.

STAFF PROCEDURES

- Ensure that you have undertaken orientation regarding the Medical Conditions Policy of Be Heard
- Check the medical, allergy or diagnosed health care need status of any child starting and understand the provided paperwork for strategies and minimization
- Maintain first aid qualifications to ensure the correct medical response for a child having a severe reaction or asthma attack
- Follow hygiene procedures including regular handwashing
- In the situation where a child who has not been diagnosed as allergic but who appears to be having a severe reaction or attack, call an ambulance immediately by dialing 000 and follow instructions. Advise Be Heard's Director Rhyannon and complete appropriate documentation

Sources and References

- Occupational Health and Safety Act
- Education and Care Service National Regulation

4. Review

Date Reviewed	Modifications	Next Policy Review Date
December 2020	Creation of Policy	December 2021

IMPORTANT NOTICE AND DISCLAIMER

This is an important notice to all Families, staff, contractors, and other users of this Policy.

1. This Policy has been prepared by Be Heard based on the information available as at the issue date. Be Heard reserves the right to vary this Policy at any time, including to take into account any changes to the legislation and legislative instruments that may apply from time to time.
2. While all reasonable care is taken in preparing this Policy, Be Heard does not make any warranty about or accept any responsibility for whether the Policy complies with, accurately interprets or adequately implements all legislation and legislative instruments that may apply from time to time.
3. To the greatest extent permitted by law, Be Heard disclaims all liability to any person in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon any information presented in this Policy.