

# Policy

## Medical Conditions

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including:

[Managing student medical conditions](#)

[Health and complex needs support and management \(education.sa.gov.au\)](http://education.sa.gov.au)

### NQS

QA2	2.1	Each child's health and physical activity is supported and promoted.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

### NATIONAL REGULATIONS

Reg	90	Medical conditions policy
	90(1)(iv)	Medical Conditions Communication Plan
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement—anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

### EYLF

LO3	Children are aware of and develop strategies to support their own mental and physical health and personal safety
	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

### Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Management

## Aims

All educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis to ensure the safety and wellbeing of children, staff and visitors.

## Purpose

Medical conditions include, but are not limited to asthma, diabetes, seizures and epilepsy or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Our preschool is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this service. Our preschool is also committed to ensuring our educators are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times.

## Goals

Our preschool will minimise the risks around medical conditions of children by:

- Collaborating with families of children with diagnosed medical conditions to develop a Health Support Agreement and a Safety and Risk Management Plan –HSP121 and to ensure they visit their General Practitioner or relevant health professional to develop a Health Care Plan for their child
- Informing all educators of all children diagnosed with a medical condition and the Health Care Plan procedures for these
- Ensuring all children with diagnosed medical conditions have a current Health Care Plan that is accessible to all educators; and
- Ensuring all educators are adequately trained in the administration of emergency medication.

## Practices

### Enrolment of children into the preschool

The Nominated Supervisor will:

- Ensure that any parent with a child enrolled at the preschool that has a specific health care need, allergy or other relevant medical condition is provided with a copy of this Medical Conditions policy;
- Inform parents of the requirement to provide the preschool with a Health Care Plan of their child's condition;  
Plans are divided into two areas: Personal Care Plans (for daily living support) and Health Care Plans (for emergency response/first aid, medication, health conditions and health related personal care issues). Before staff can assist, parents/caregivers must provide written information from their Doctor/treating

health care professional that outlines specific care needs in the appropriate plan format.

These 'Care Plan' forms ensure that the Centre has information from the treating health professional relevant to the child's health, wellbeing, attendance, learning and care at preschool. These plans include medication, first aid, specific health information, e.g. asthma, seizure/epilepsy plan, diabetes, anaphylaxis. Staff can work with families to plan support for children who require assistance in these areas. This support may be required as there are individual first aid requirements other than basic first aid response, or the child has a predictable need for additional support with daily living tasks, or there is additional need for supervision for health related safety.

Other forms can also include Medical Information, for general health care or those without specific forms, and General Health Information.

- Ensure that all educators and volunteers are aware of each individual child's Health Care Plan, that they can identify the child, and know the location of the child's medication; and
  - If relevant, ensure that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented;

All forms will be kept in the Medical/Health Record Forms folder in the tall white cupboard adjacent to the staff toilet in the Art Preparation area behind the child safe gate. An additional copy in front sleeve of individual child's medication bag is also stored in white cupboard.

Children's photographs and a brief description of their medical condition will be displayed on the inside of the cupboard, in the roll book and on the board in the main office to ensure staff are aware.

- Ensure that educators are adequately trained in procedures contained in the Care Plans; and
- Inform other families enrolled at the centre of the need to prohibit any items which may present a hazard to children with diagnosed medical conditions.

#### Responsibilities of Parents/Caregivers:

- Complete the enrolment form with accurate health/medical information.
- Ensure Loxton Preschool Centre has up-to-date information with parent/caregiver emergency contact details and at least 2 other people for back up emergency contact.
- Request the relevant health care plan forms as needed for the child or obtain them from the child's doctor/specialist/health care provider.
- Have the Health Care Plan forms completed and signed by the treating medical practitioner, sign them as parent/caregiver, and return to the preschool.
- Work with the Nominated Supervisor to complete a Health Support Agreement and Safety Risk Management Plan- HSP121 for the child if necessary.
- Ensure all medication is delivered to the preschool as needed (in a container with an original pharmacy label), and that a medication plan is completed and signed by the doctor and signed by the parent/caregiver.
- Update the medical information as necessary with forms completed and signed by the treating medical practitioner.
- Communicate any changes in health-related issues with staff immediately.

- Provide and maintain your child's health equipment (e.g. spacer).

## Communication and display of medical information

### Responsibilities of the Nominated Supervisor:

- Ensure families are informed about and supported to understand and participate in the Health Support Agreement planning process.
- Check any health issues at enrolment discussion.
- Ensure correct forms are given and policy explained.
- Involve staff in health support planning.
- Ensure Health Support Agreement Plans and Safety and Risk Management Plan –HSP121 are developed, implemented, monitored and routinely reviewed.
- Identify and ensure access to the training required to meet the routine and emergency health support needs of children.
- Ensure WH&S processes are inclusive of Health Support Planning requirements.
- Ensure all Health Support Agreement Plans and Health Care Plans are accessible to all educators.
- Ensure that all plans are current and kept up to date.
- Inform families of their responsibility for updating their child's Health Care Plan/providing a new Plan as necessary once a term in the preschool newsletters.

### Educators will:

- Ensure they are aware of enrolled children with medical conditions and be familiar with the Health Support and Health Care Plans of each child diagnosed with a medical condition.
- Follow worksite procedures.
- Follow Health Care plans, Medication plans and Health Support Agreement plans.
- Complete the Incident, Injury, Trauma and Illness Record form each time first aid is given.
- Complete the medication log each time medication is given.
- Participate in training in line with health support planning responsibilities.
- Contribute to and follow Health Support Agreement Plans.
- Maintain confidentiality.
- Develop programs that are inclusive of Health Support Plan requirements.
- Communicate any health related issues with parents.
- Consult the communication plan to ensure they are aware of their communication responsibilities.

### Medical Management Communication Plan

Our preschool will implement the following communications plan to ensure that relevant educators and volunteers are:

- Informed about the Medical Conditions Policy.
- Easily able to identify a child with medical conditions.

- Are aware of the requirements of any Health Care Plans and Health Support Agreement Plans.
- Aware of the location of each child's medication.
- Updated on the child's treatment along with any regulatory changes that may affect practices for specific medical conditions.

## Medical Management Communication Plan

At the time of enrolment, parents are asked to complete details relating to their child's medical condition on the enrolment form.

Families will be advised as to whether they need to visit their General Practitioner or appropriate medical provider to gain Health Care Plans detailing the care of their child's medical condition.

Forms will be provided by the preschool if required.

This Plan should:

- have supporting documentation if appropriate
- include a photo of the child
- if relevant, state what triggers the allergy or medical condition
- detail first aid needed
- provide contact details of the doctor who signed the plan
- state when the Plan should be reviewed

Copies of the plan should be kept with the child's medication and also accompany them on any excursions.

Note parents are responsible for updating their child's Health Care Plan/providing a new Plan as necessary and will be regularly reminded by the preschool once a term in the preschool newsletters.

Any new information will be attached to the Enrolment Form and kept on file at the preschool.

Educators will ensure information that is displayed about a child's medical conditions is updated.

A copy of each child's Health Care Plan will be kept attached to their enrolment form, in the roll book and in the Student Health Record folder located with the medications in the white cupboard near the Adult Toilet. Health Support Agreement Plans and Safety and Risk Management Plans- HSP121 will be kept in the Student Health Record folder located with the medications in the white cupboard near the Adult Toilet.

A termly summary of all student medical information is printed via the Education Management System and attached to the inside door of the medications cupboard, in the roll book and in the Student Health Record folder.

Children's photographs and a brief description of their medical condition will be displayed on the inside of the cupboard, in the roll book and on the board in the main office to ensure staff are aware.

Educators are highlighted of this information via staff meetings in Week Zero and updated as required throughout the term.

Relief educators are asked to familiarize themselves with the Student Health Records prior to commencement of duty for the day.

Where a child has been diagnosed at risk of anaphylaxis, a notice stating this must be displayed at the preschool so it is clearly visible from the rear entrance (inside lockable notice board located by student drinking and hand washing trough outside) and Reception Area of main building. The privacy and confidentiality of the child will be maintained at all times and the public notice will not name the child.

The Allergy Aware (and Anaphylaxis) checklist for Education and Children's Services will be implemented as required.

### Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- First Aid Management ([www.chess.sa.edu.au](http://www.chess.sa.edu.au))
- Department for Education Health and Complex Needs Support and Management (<https://www.education.sa.gov.au/parents-and-families/health-and-disability-support/health-and-complex-needs-support-and-management>)
- Government of SA Health Support Agreement –HSP120 and Safety and Risk Management Plan –HSP121
- Department for Education Medication Management in Education and Care Services (<https://www.education.sa.gov.au/parents-and-families/health-and-disability-support/health-and-complex-needs-support-and-management/medication-management-education-and-care-services>)
- [Health and complex needs support and management \(education.sa.gov.au\)](http://education.sa.gov.au)
- Consultation process completed and feedback included from children, staff, families and Governing Council members

### Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/12/2016	Policy Developed	01/12/2018
Reviewed	2.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	3.0	29/06/2021	Updated in line with Department For Education policy changes Updated sections; Sources	29/06/2023
Reviewed	4.0	04/12/2023	All links have been verified Updated in line with Early Years Learning Framework (v2.0, 2022) and location of Anaphylaxis notification and children's medical conditions summary in office	04/12/2025

Approved by Governing Council 04/12/2023 Director's Signature 