



Medical Conditions Policy

To support children's wellbeing and manage specific healthcare needs, allergies or medical conditions, Birra-Li will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children's health and safety by adhering to individual medical management and risk management plans.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Education and Care Services National Law and National Regulations:

S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S.172	Failure to display prescribed information
S. 174	Offence to fail to notify certain circumstances to Regulatory Authority
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record
89	First aid kits
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
136	First Aid qualifications
162	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
175	Prescribed information to be notified to Regulatory Authority

Purpose:

Birra-Li has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in our Service are met. This includes our responsibility to provide:

- a) a safe environment for children free of foreseeable harm and
- b) adequate supervision of children at all times.

We aim to efficiently respond to and manage the medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff and families.

Scope:

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

Implementation:

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. We are committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or medical conditions including having families provide written permission to display the child’s medical management plan in prominent positions within the Service.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the Service. Key procedures and strategies must be in place prior to the child commencing, to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at the Service follow a child's medical management plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

The Nominated Supervisor/Management will ensure:

- Ensure obligations under the Education and Care Services National Law and National Regulations are met.
- All staff, educators, students, visitors and volunteers have knowledge of and adhere to this policy and relevant health management policies.
- All enrolment forms are reviewed to identify any specific health care need, allergy or medical condition.
- Existing enrolment forms are reviewed annually, and parents contacted to confirm if the existing diagnosed health care need, allergy or relevant medical condition still applies and whether any new needs have been diagnosed.
- A child is not enrolled at, or will attend the Service without a medical management plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided at the Service each day e.g. asthma inhalers, adrenaline auto injection devices or insulin.
- All medication provided to the Service, including over the counter medication that forms part of the child's medical management plan, must be clearly labelled with the child's name and prescribed dosage.
- New staff members are provided with induction and ongoing training to assist managers, educators and other staff effectively and children with medical management plans are clearly identified.
- All aspects of operation of the Service must be considered to ensure inclusion of each child into the program.
- Communication between families and educators is on-going and effective.
- Educators receive appropriate professional development and training in managing specific medical conditions and meeting children's individual needs.

- All educators have a current first aid certificate, emergency asthma management and emergency anaphylaxis management certificate.
- Educators and staff have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition.
- Families provide required information on their child's health care need, allergy or relevant medical condition, including:
 - Medication requirements.
 - Allergies.
 - Medical practitioner contact details.
 - Medical management plan.
- A medical management plan has been developed in consultation with parents and the child's medical practitioner and provided to the service and/or
 - An individual *Asthma or Anaphylaxis Action Plan* is developed in consultation with parents and the child's medical practitioner e.g.: (ASCIA) or National Asthma Council of Australia.
 - An individual *Diabetes Management Plan* is developed in consultation with parents and the child's medical practitioner.
- A risk minimisation plan and communication plan has been developed in consultation with parents and management prior to the child commencing at the Service.
- Educators and staff will be informed immediately about any changes to a child's medical management plan and risk management plan.
- A copy of the child's medical management plan is visibly displayed.
- Administration of medication record is accurately completed and signed by the educator and witness.
- Copies of children's medical management plans and medication are taken on any excursion or emergency evacuation from the service.

Following an incident:

- In the event that a child suffers from an allergic reaction, incident, situation, or event related to a medical condition educators and management will:
 - Follow the child's emergency medical management plan and relevant policies and procedures.
 - Call an ambulance immediately by dialling 000.

- Commence first aid measures/monitoring.
- Contact the parent/guardian when practicable, but as soon as possible.
- Contact the emergency contact if the parents or guardian can't be contacted when practicable, but as soon as possible.
- Complete an Incident, Injury, Trauma and Illness record.
- Notify the regulatory authority (within 24 hours)
- The nominated supervisor/management along with staff will conduct a review of practices following a medical emergency at the Service. Including an assessment of areas for improvement.

Cook and food handlers will ensure:

- To keep up to date with professional training to help manage food allergies.
- Practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food.
- Any changes to children's medical management plans or risk minimisation plans are implemented immediately.

Educators will:

- Inform the nominated supervisor of communication from families that may impact changes and updates to the individual medical management plan.
- Ensure medication is stored and administered in accordance with the *Administration of Medication Policy*, including ensuring two educators are present during the administration of medication.
- Follow medical management plans at all times, including in the event of a medical emergency.
- Closely monitor children and ensure symptoms or signs of illness are responded to immediately, including notifying families as soon as possible.
- Ensure medication and medical management plans are taken on all excursions and during emergency evacuations.
- Maintain current first aid qualifications, emergency asthma management and emergency anaphylaxis management training.
- Undertake specific training as required for individual medical conditions.

Families will ensure:

- They provide management with accurate information about their child's health needs, allergies, medical conditions and medication requirements on the enrolment form during the enrolment process.
- They provide a medical management plan prior to enrolling their child.
- They consult with management to develop a risk minimisation plan.
- The enrolment form is completed in its entirety providing specific details about the child's medical condition.
- They notify the Service if any changes are to occur to the medical management plan.
- They provide adequate supplies of the required medication and medical authorisation on the long-term *Administration of Medication Record*.
- They provide any updated information relating to their child's diagnosed medical condition.
- They provide written authorisation for their child's medical management plan to be displayed in the Service.

Medical management plan:

Any medical management plan (eg, ASCIA) provided by a child's parents and/or registered medical practitioner should include the following:

- Specific details of the diagnosed health care need, allergy or relevant medication condition.
- Supporting documentation (if required)
- A recent photo of the child.
- Current medication and dosage prescribed for the child.
- If relevant, state what triggers the allergy or medical condition.
- The first aid/emergency response that may be required from the Service.
- Any medication that may be required to be administered in case of an emergency.
- Further treatment or response if the child does not respond to the initial treatment.
- When to contact an ambulance for assistance.
- Contact details of the medical practitioner who signed the plan.
- The date of when the plan should be reviewed.
- A copy of the medical management plan will be displayed for educators and staff to see to ensure the safety and wellbeing of the child.

- The Service must ensure the medical management plan remains current at all times.
- Educators and staff are updated immediately about any changes to a child's medical management plan.

Risk Minimisation:

All children with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place.

A meeting will be arranged with the parents/guardian as soon as the Service has been advised of the diagnosed health care need, allergy or medical condition. During this meeting, a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- That the risks relating to the child's specific health care need, allergy, or medical condition are assessed and minimised.
- That practices and procedures in relation to the safe handling, preparation, serving and consumption of food are developed and implemented.
- That the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.
- Practices are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication.
- 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 need, allergy or medical condition.
- All relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators.
- Appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Dealing with Infectious Diseases Policy*.
- Risk minimisation plans are reviewed in collaboration with families every 12 months unless changes are made in between this time.

Continuous improvement:

Our *Medical Conditions Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

Sources:

Australian Children’s Education & Care Quality Authority. (2025). [*Guide to the National Quality Framework*](#)

Australian Children’s Education & Care Quality Authority (ACECQA). 2021. [*Policy and Procedure Guidelines. Dealing with Medicals in Children Policy Guidelines.*](#)

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<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).
[*Education and Care Services National Regulations.*](#) (Amended 2023).

Federal Register of Legislation *Privacy Act 1988.*

National Health and Medical Research Council. (2024). [*Staying Healthy: preventing infectious diseases in early childhood education and care services \(6th Ed.\)*](#). NHMRC. Canberra.

Occupational Health and Safety Act 2004.

[*Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012*](#)

[*Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012*](#)

Review:

Policy Reviewed	Modifications	Next Review Date
May 2018		November 2019
October 2019		April 2021
May 2021		November 2022
January 2023		July 2024
July 2024		January 2026
January 2026	Continuous improvement section added. Revised content within policy. Added section ‘Educators will’.	July 2027