

# The Kinder Garden



## Medical Conditions Policy

### Aim

It is the aim of this policy to ensure that The Kinder Garden effectively cares for, manages and supports children with medical conditions including (but not limited to) asthma, diabetes, or a diagnosis that the child is at risk of anaphylaxis, and that staff members are aware of how to care for children with medical conditions within the service.

### Legislative Requirements

Education and Care Services National Regulation 2011

Education and Care Services National Law Act 2010

National Quality Standards 2011

### Who is affected by this policy?

Educators

Staff

Families

Children

Management

### Implementation

The management of medical conditions at The Kinder Garden is of the utmost importance to our service. This policy requires certain parties to perform certain duties when it comes to medical conditions.

#### Parent/Guardian Duties:

If a child is enrolled at the service who has a medical condition the parent/guardian needs to do the following:

1. Provide a medical management plan for their child
2. In consultation with the service develop a risk minimisation plan (see attached):
  - Ensuring risks are assessed and minimised
  - Ensuring practices and procedures in relation to safe handling, preparation, consumption and service of food are developed and implemented.
  - Ensuring practices and procedures to notify parent/guardian of any known allergens that pose a risk to the child, and developing and implementing strategies for minimising the risk.
  - Developing practices and procedures to ensure that all staff can identify the child, the child's medical management plan and the location of the child's medication.
  - Developing practices and procedures to ensure that the child does not attend the Service without medication prescribed by the child's medical practitioner.
3. In consultation with the Service develop a communications plan (see attached) to ensure that:
  - Staff members and volunteers are informed about the medical management plan and risk minimisation plan of the child.
  - Any changes to the medical plan, risk minimisation plan and communication plan and how this is to occur.

#### Approved Provider Duties:

If a child is enrolled at the service who has a medical condition, the Approved Provider needs to do the following:

1. Inform the Nominated Supervisor, educators, staff and volunteers of how to manage the medical condition
2. Develop a risk minimisation plan in consultation with the child's parent/guardian
3. Develop a communications plan in consultation with the child's parent/guardian
4. Ensure all staff sign that they have read the child's medical management plan, risk minimisation plan and communications plan

**The Approved Provider/Director/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Regulation 2011

Education and Care Services National Law Act 2010

Guide to the National Quality Standards

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2017

**Date for next review:** February 2018

# RISK MINIMISATION PLAN

Child's Name: -

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Medical Condition: -

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Plan Prepared By: -

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Plan Approved By: -

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Approved Provider/Nominated Supervisor

Parent/Guardian

Allergens/Triggers	Potential Sources of Exposure	Potential Reaction	Strategies to Minimise Exposure to Triggers/Allergens	Location of Child's Medical Management Plan, Including photo

Plan to be reviewed: -

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# COMMUNICATION PLAN

Child's Name: -

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Medical Condition: -

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Plan Prepared By: -

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Plan Approved By: -

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Approved Provider/Nominated Supervisor

Parent/Guardian

Issue/Concern/Request	Action Required	Actioned By	Communication to Staff	Parent/Guardian's Preferred Method of Communication

Plan to be reviewed: -

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