Medical Conditions Policy

Policy Number	Date Approved	Date Last Amended	Review Date	Status
CA-3.3	Aug 2019	Aug 2020	October 2025	APPROVED

1. Purpose

CA must ensure that all patrons health needs are actively supported, including when diagnosed with a medical condition. This may include but is not limited to allergies, anaphylaxis, diabetes or asthma.

2. Policy

Upon enrolment, within a CA program, patrons are requested to supply details regarding their health and ability to participate. With regard to children, it is the child's parents or nominated guardian's responsibility to ensure that children with a medical condition fully disclose this information on the enrolment form and throughout the enrolment process.

When a diagnosed medical condition is disclosed;

- The CA Staff member responsible for the program or service to ensure the following;
  - All staff are aware of the diagnosed with medical conditions of patrons.
  - Patrons with a specific health care need, allergy or relevant medical condition that requires a medical management plan, provide a medical management plan upon enrolment or before first attending the service.
  - Children who require a medical management plan will not be able to stay at the facility if the plan is not available or is out of date (more than 12 months old).
  - That Parents and guardians are aware that they are required to inform staff of any changes to their child's restrictions and provide an updated anaphylaxis or other management medical plan from their doctor when applicable.
  - A minimum of 2 copies of the plan for each medical condition; one located with the Patrons enrolment information and the other filed alphabetically within the facility 1st Aid Room.
  - In the event of an incident relating to the specific health care need, staff will follow the patron's individual medical management plan and will call an ambulance if symptoms accelerate or become life threatening.
- The Facility Manger will ensure the following;
  - Where relevant, develop and implement local safe work practices to ensure that the Patron does not attend the service without medication prescribed by his/ her medical practitioner in relation to their specific health care need or medical condition
  - Develop a communication plan to ensure that relevant staff members are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the Patron

3.0 Medical Conditions Information

CA must ensure that a copy of the Medical Condition's Policy and Medical Conditions Information Sheet is available to the parents or guardians of a child participating, or Patrons in a program or service.

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CA Medical Conditions Information Sheet

Upon enrolment, patrons are requested to supply details regarding their health and ability to participate. Regarding children, it is the child's parents or nominated guardian's responsibility to ensure that children with a medical condition fully disclose this information on the enrolment form and throughout the enrolment process.
When a diagnosed medical condition is disclosed;

- The CA Staff member responsible for the program or service to ensure the following;
  - Relevant Staff are aware of the diagnosed medical condition of patrons.
  - Patrons with a specific health care need, allergy or relevant medical condition that require a medical management plan, provide a management plan upon enrolment or before attending the facility.
  - Patrons who require a medical management plan will not be able to stay at the facility if the plan is not available or is out of date (more than 12 months old).
  - Parents/ guardians are aware to inform staff of any changes to their child's restrictions and provide an updated anaphylaxis or other management medical plan from their doctor when applicable.
  - A minimum of 2 copies of the plan for each medical condition; one located with the patrons enrolment information and the other filed alphabetically within the facility 1st Aid Room.
  - In the event of an incident relating to the specific health care need, Staff will follow the patron's individual medical management plan and will can an ambulance if symptoms accelerate or become life threatening.
- The Facility Manger will ensure the following;
  - Where relevant, develop and implement local safe work practices to ensure that the Patron does not attend the service without medication prescribed by his/ her medical practitioner in relation to their specific health care need or medical condition
  - Develop a communication plan to ensure that relevant staff members are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the Patron

Medical Conditions Information
CA must ensure that a copy of the medical condition's information document is provided to the parent or guardian of a child, or Patron participating in a program or service if the provider is aware that the child has a specific health care need, allergy or other relevant medical condition, within a timely manner.

Asthma
It is the responsibility of the Patrons to;

- Provide the facility with a current Asthma Action Plan, authorised by their General Practitioner - annually
- Ensure they have asthma medication with them or provided to Staff upon entry, is clearly labelled with the Patrons name (including the spacer equipment if applicable)

It is the responsibility of Staff to;

- Oversee the safe self-administration of medication if the Patron is over pre-school age and the required authorisations and practices are followed, in strict accordance with the CA Administration of Medication Policy. Keep a copy of the Patrons asthma action plan. In an emergency evacuation, it will be taken by the staff to the evacuation point.
- If at any time a Patron does not respond to their asthma medication as per the individual asthma plan instructions, the emergency asthma procedure will be implemented immediately.
- In the event of the emergency asthma procedure having no immediate effect an ambulance will be called.
- All asthma and other medication is to be clearly labelled and brought to the facility with the Patron on each visit. Medication that needs refrigeration is kept in an appropriate fridge in a clearly labelled container. Patrons requiring this service may liaise with the Facility Manger about long term permanent storage at the Facility.

Allergy Management
It is the responsibility of the Patrons to;

- Disclose on enrolment if there are any environmental or food intolerances and any allergic reaction signs and symptoms that Staff should be aware of
- Provide the Facility with a current medical plan from their doctor outlining the nature of the allergy, any subsequent reaction identification information and first aid details required for an allergic reaction.
- Ensure they have appropriate medication with them or provided to Staff upon entry, is clearly labelled with the Patrons name.

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It is the responsibility of Staff to;

- Be aware of Patrons requirements, copies of individual management plans are kept with the medication, on display in an appropriate staff area, and with the Patrons's enrolment form for staff information.
- If a child has an allergic reaction whilst at the service, staff will follow the child's individual allergy action plan and will call an ambulance if symptoms accelerate or become life threatening.

Anaphylaxis Management

NOTE: Anaphylaxis is the most serious form of allergic reaction and can be fatal.

It is the responsibility of the Patrons to;

- Disclose on enrolment if there are any environmental or food intolerances and any allergic reaction signs and symptoms that Staff should be aware of
- Provide the Facility with a current medical plan from their doctor outlining the nature of the allergy, any subsequent reaction identification information and first aid details required for an allergic reaction.
- Ensure they have appropriate medication (epi-pen) with them or provided to Staff upon entry, is clearly labelled with the Patrons name.
- Children diagnosed at risk of anaphylaxis will not be able to stay at the facility if the Epi-pen or other Auto-injection device is not available or is out of date.

It is the responsibility of Staff to;

- Undertake anaphylaxis "Epi-Pen' use training
- Be aware of Patrons requirements, copies of individual management plans are kept with the medication, on display in an appropriate staff area, and with the Patron's enrolment form for staff information.
- If a child has an allergic reaction whilst at the service, staff will follow the child's individual allergy action plan and will call an ambulance if symptoms accelerate or become life threatening.

Diabetes Management

It is the responsibility of the Patrons to;

- Provide the facility with a current medical plan, authorised by the Patrons doctor. This must include any subsequent reaction, identification information and first aid details.
- Ensure they have appropriate medication (epi-pen) with them or provided to Staff upon entry, is clearly labelled with the Patrons name.
- When specific written authority has been provided by the parent or guardian or authorised nominee, a Child may administer medication themselves.
- All sharps are to be disposed of in the facility sharps container by the Patron
- In an emergency, the Patrons Diabetes Management Plan will be followed and if symptoms accelerate an ambulance will be called.

It is the responsibility of Staff;

To undertake education and training on management, sharps disposal and any handling of medication as deemed appropriate by Facility Manager in collaboration. The education and training may be provided by the parent or guardian of the child, if deemed appropriate. Any training will be documented and signed by all attending Staff and/or Management.

In the event that no staff member is able to be present to confidently assist the administer of insulin or other medication, and/or if symptoms accelerate an ambulance will be called.

Definitions

- Anaphylaxis: Anaphylaxis is a rapidly progressing, life-threatening allergic reaction to a contagion, typically nuts or tree nuts.
- Diabetes: A disease in which there is usually too much sugar in the blood which needs to be regulated by the administration of insulin or other glucose regulator.
- Allergy- a hypersensitive state acquired through exposure to a particular allergen, reexposure bringing to light an altered capacity to react
- Asthma - A chronic inflammatory disease of the airways. In those susceptible to asthma, this inflammation causes the airways to spasm and swells periodically so that the airways narrow. Obstruction to air flow either resolves spontaneously or responds to a wide range of treatments.