

MANAGING MEDICAL CONDITIONS POLICY

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical conditions Playford Primary School OSHC, 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 explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

Working in conjunction with the *Medical Conditions Policy*, this procedure provides detailed steps for management and educators to follow when a child with a health care, allergy or medical condition enrolls at the Service.

Educators will only perform medical procedures that fall within the scope of their approved training, their role description, and the capabilities of the OSHC service. Educators must feel confident and competent to carry out any required procedure, and cannot be directed to perform medical tasks that exceed their training, qualifications, or comfort level. When a child requires medical care that is beyond standard first aid or above what the OSHC service and its educators are legally and safely able to provide, the service may be unable to accept or continue the child's enrolment until appropriate medical management documentation, plans, and supports are in place. If the required medical assistance remains outside the service's capacity, even with plans and training, the service must deny care for that session and advise the family to seek medical attention that is appropriate to the child's needs. This ensures the safety of the child, the educators, and the integrity of the service.

Education and Care Services National Law or Regulations (90, 90(1)(iv), 91, 92, 93, 94, 95, 96, 136 and 170)

NQS QA 2: Element 2.1.1 and 2.2.1 Wellbeing and comfort, Health practices and procedures

Related Policies: *Medical Conditions Policy, Anaphylaxis Management Policy, Asthma Management Policy, Cystic Fibrosis Management Policy, Diabetes Management Plan, Eczema Management Plan and Epilepsy Management Plan*

IN CASE OF EMERGENCY DIAL 000

OVERVIEW		
1	The approved provider, nominated supervisor will review and update the Service's <i>Medical Conditions Policy</i> annually in consultation with educators and management	
2	During orientation and induction students, volunteers and educators are informed about the Service's procedures and policies in relation to managing children with diagnosed health care needs, allergies and medical conditions	
3	During orientation and induction students, volunteers and educators are made aware of individual medical management plans for each child.	
4	<i>Medical Management Plans</i> , including <i>Risk Minimisation Plans</i> and <i>Communication Plans</i> are to be stored in the medical folder located in the locked medical cupboard	

STEP 1 - ORIENTATION AND ENROLMENT

1	At the time of enrolment, the nominated supervisor/Responsible person will ask families if the child has any health care need/s, allergy, or medical condition	
2	The nominated supervisor/ Responsible person will ensure the enrolment form includes health care needs, allergies or identified medical conditions for the new child	
3	All families will be informed of the Service's Medical Conditions Policy during the orientation process and will be provided with a copy of the Managing Medical Conditions Policy. All policies will also be available on the OSHC website	
4	The nominated supervisor/Responsible Person will meet with the family to discuss the details of the health care need, allergy or medical condition and what adjustments may be needed to the practices of the Service or environment to ensure inclusion of the child	
5	The nominated supervisor/Responsible Person will advise the family of the <i>Medical Conditions Policy</i> and any relevant policies such as <i>Anaphylaxis Management Policy</i> or <i>Asthma Management Policy</i> , including the additional requirements for enrolment such as a <i>medical management plan</i> and the development of a <i>risk minimisation plan</i> and <i>communication plan</i>	
6	Families enrolling a child with a health care need, allergy or medical condition will be provided with a copy of the <i>Medical Conditions Policy</i> along with any other relevant policies, via email and a hard copy of the email is kept in child's enrolment record	
7	The nominated supervisor/Responsible Person will ensure families are aware of the obligation to keep medical management plans are to be kept up to date at all times	

STEP 2 - MEDICAL MANAGEMENT PLANS

1	The family will develop a <i>medical management plan</i> in consultation with the child's registered medical practitioner. This MUST be completed before the child can attend the Service. The medical agreement must be for the Education and care Must state the service name e.g Playford primary school OSHC) Must have an annual review date Failure to do so will result in enrolment being suspended until all relevant information has been provided.	
2	The <i>medical management plan</i> may include any ASCIA Anaphylaxis, Asthma Action Plan or diabetes management plan	
3	The nominated supervisor/Responsible Person will ensure individual <i>medical management plans</i> are displayed in the OSHC office of the service considering the child's privacy by locating them in an area less prominent to families and children	
4	The nominated supervisor/Responsible Person will ensure any medications required as part of the <i>medical management plan</i> are stored at the service each time the child attends and is clearly labelled with the child's name and prescribed dosage	
5	The nominated supervisor/Responsible Person will ensure educators are informed of specific medication requirements for children, including where medication is stored	



6	Educators will ensure medications are stored as per <i>medical management plan</i> and <i>Administration of Medication Policy</i>	
7	Educators will ensure an <i>Administration of Medication</i> form is completed each time medication is administered and acknowledged by the parent/guardian each day	
8	Educators will ensure <i>medical management plans</i> and any medication are taken from the Service in the event of an emergency evacuation or on an excursion	
9	Educators are to ensure the child's <i>medical management plan</i> is followed in the event of a health care incident.	
10	The nominated supervisor/Responsible Person will notify the regulatory authority (within 24 hours) in the event of a serious incident.	

STEP 3 - MEDICAL RISK MINIMISATION PLANS

1	Using the information gathered from the <i>medical management plan</i> , the nominated supervisor in conjunction with the family will develop a <i>risk minimisation plan</i> to: - consider and identify potential risks to the child within the service environment - develop strategies for the management of the health care need, allergy or medical condition and emergency response procedures and, - identify who will be included in this process.	
2	The nominated supervisor will consider if any training or professional development is required for educators as part of the <i>risk minimisation plan</i>	
3	The <i>risk minimisation plan</i> will record any dietary modifications as part of the <i>medical management plan</i>	
4	<i>Risk minimisation plans</i> are required to be reviewed at least annually or revised with each change to a child's <i>medical management plan</i>	

STEP 4 - MEDICAL COMMUNICATION PLAN

1	The nominated supervisor will create a <i>communication plan</i> for each child and ensure all educators and staff are advised of individual <i>medical management plans</i> and <i>risk minimisation plans</i> and method of communicating with the family	
2	The nominated supervisor will consult with each family and inform how the <i>communication plan</i> will be maintained within the Service to ensure their child's health and safety	
3	Families will notify the Service if any changes are to occur to the <i>medical management plan</i> or <i>risk minimisation plan</i> through the <i>Notification of Changed Medical Status</i> form, email, communication plan and/or meetings with the nominated supervisor	
4	The nominated supervisor will ensure relief staff, students, volunteers, the child's school teacher, Early Intervention Specialists are informed of and familiar with any <i>medical management plans</i> and <i>risk minimisation plans</i> upon initial contact with the Service. e.g., orientation process, first visit	



5	The nominated supervisor will communicate any individual <i>medical management plans</i> to kitchen staff and discuss strategies identified within the <i>risk minimisation plan</i>	
6	Any changes to a child's <i>medical management plan</i> and <i>risk management plan</i> will be communicated to educators within the <i>communication plan</i> by a child's parent or the nominated supervisor	
7	Staff and educators will sign the <i>Medical Management Staff Acknowledgement Form</i> (located on the <i>communication plan</i>) to acknowledge they have been provided with information relating to individual <i>medical management plans</i> and <i>risk minimisation plan</i> relating to children's health care needs, allergies, and medical conditions.	
8	A <i>Medical Conditions Register</i> will be maintained to provide details of children attending the Service with any health care needs, allergy or medical condition	

STEP 5 - REVIEW

1	The nominated supervisor/Responsible Person will routinely check and review all <i>medical management plans</i> , <i>communication plans</i> and <i>risk minimisation plans</i> every 6 months	
2	The nominated supervisor/Responsible Person will update and review the <i>Medical Conditions Register</i> every 6 months	
3	The nominated supervisor/Responsible Person will ensure <i>Risk minimisation plans</i> are reviewed at least annually or revised with each change to a child's <i>medical management plan</i>	
4	The nominated supervisor/Responsible Person will conduct a review of practices following a medical emergency at the Service, including an assessment of areas for improvement	
5	The nominated supervisor will ensure <i>communication plans</i> are accessible for all staff	

IMPORTANT Ensure a copy of the *Medical Conditions Policy* is available to parents upon enrolment.



REVIEW

PROCEDURE CREATED	01/12/2025		
POLICY REVIEWED BY	Jason Sheehy	Principal	01/12/2025
POLICY REVIEWED	03/03/2026	NEXT REVIEW DATE	MARCH 2027
VERSION NUMBER	V2026.03		
Approved by	Jason Sheehy	Signature	
MODIFICATIONS	Educators will only perform medical procedures that fall within the scope of their approved training, their role description, and the capabilities of the OSHC service. Educators must feel confident and competent to carry out any required procedure, and cannot be directed to perform medical tasks that exceed their training, qualifications, or comfort level. When a child requires medical care that is beyond standard first aid or above what the OSHC service and its educators are legally and safely able to provide, the service may be unable to accept or continue the child's enrolment until appropriate medical management documentation, plans, and supports are in place. If the required medical assistance remains outside the service's capacity, even with plans and training, the service must deny care for that session and advise the family to seek medical attention that is appropriate to the child's needs. This ensures the safety of the child, the educators, and the integrity of the service. Supervisor/Responsible Person in all sections Medical Management Plans, including Risk Minimisation Plans and Communication Plans are to be stored in the medical folder located in the locked medical cupboard All families will be informed of the Service's Medical Conditions Policy during the orientation process and will be provided with a copy of the Managing Medical Conditions Policy. All policies will also be available on the OSHC website STEP 2 - MEDICAL MANAGEMENT PLANS 1 The family will develop a medical management plan in consultation with the child's registered medical practitioner. This MUST be completed before the child can attend the Service. The medical agreement must be for the Education and care Must state the service name e.g Playford primary school OSHC) Must have an annual review date Failure to do so will result in enrolment being suspended until all relevant information has been provided.		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	

