



Medical Conditions Policy

Cobbler Creek OSHC and Vacation Care's aim is to provide a safe environment and best care practices for all children who have a diagnosed health care need, allergy or relevant medical condition. To ensure each child's safety, health and wellbeing is supported and met throughout our service, staff will work closely with families to achieve this.

The Medical Conditions Policy provides guidelines and directions for staff, parents and carers to follow for the management of any medical conditions that an enrolled child may have.

Implementation

Parents/Guardians are required to complete the medical section of the Enrolment form and to provide information about any medical conditions or health care need their child may have.

Parents/Guardians are to inform the Director/Assistant Director of any medical conditions their child may develop whilst enrolled at Cobbler Creek OSHC and Vacation Care. The appropriate forms to complete will be provided.

Director/Assistant Director to provide a copy of the Medical Conditions Policy document to the parent/guardian of a child enquiring to enrol or enrolled when aware of any diagnosed health care need, allergy or other relevant medical condition.

Parents/Guardians are to provide a Medical Management Plan which must contain the following information for their child to be able to attend:

- Is developed and approved by a registered medical practitioner
- Includes the child's name and date of birth and details about the condition, symptoms, treatment and medication required
- Is updated annually or when changes occur

Medication, if required, must comply with the following:

- Must be provided and left at Cobbler Creek OSHC and Vacation Care for their child to attend.
- Must be in the original container with the original label and in date. It must state the child's name, dosage, time to be given, date of prescription and date of expiry. It must also be accompanied by a Medical Management Plan, as stated above.
- Medication will be stored appropriately in the locked office which is inaccessible to children.
- Medication for those children attending each session time will be placed in the medication box stored in the office prior to the session starting.
- A qualified staff member, with the appropriate training, will administer the required medication according to the instructions stated on the Medical

Management Plan if required by a child. This will be witnessed and checked by a second staff member to ensure correct medication and dosage is given to the right child.

- The same staff member must record the time and dosage of the medication given and sign the Medication record form as evidence that medication has been administered as per plan. Parents/Guardians to also sign the Medication Record form on collection of their child.
- Medication Record forms are to be kept in the office once completed and signed.
- Whilst in care children must not be introduced to medication they have not previously had due to possible side effects occurring

Parents/Guardians to inform the Director or Assistant Director of changes in their child's medical management plan or medication as soon as possible after the change and immediately provide an updated medical management plan and medication. Director/Assistant Director to update a child's enrolment and medical information as soon as possible after guardians update the information.

A Risk Minimisation and Communication Plan between the parents/guardians and the service will be developed to reduce the risk of occurrence of their child's diagnosed medical condition and to support their health needs whilst at care.

The Educational Leader to advise parents/guardians of children with health care needs or diagnosed medical conditions to update their child's medical management plan and risk minimisation plan yearly or if their child's medication is about to expire via direct approach, phone, email or text.

Director/Assistant Director is to advise all new educators of the children with any medical conditions/dietary needs. Educators are to familiarise themselves with each child's Medical Management Plan and Risk Minimisation and Communication Plan. Any changes are communicated through the staff communication book.

Parents/Guardians are to advise educators verbally or in writing if their child has required their medication and the symptoms that were present in the past 48 hours or is still taking their medication.

National Regulations	
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 95	Procedure for administration of medication
National Quality Framework	
Quality Area 2	Children's health and safety
Quality Area 6	Collaborative partnerships with families and communities

Effective from December 2020

Review Date: December 2023