

Medical Management Policy – Information for Parents.

Parent's responsibilities:

- Upon enrolment, it is the child's parents or nominated guardian's responsibility to ensure that children who attend the service with a medical condition fully disclose this information on the enrolment form and throughout the enrolment process.
- Where asthma, diabetes, allergy or anaphylaxis is disclosed you are required to complete a risk minimisation plan as part of your enrolment form.
- Every time your child attends the service, remember to bring your action plan and medication and hand them in to the appropriate staff so that it can be stored in the relevant medications tub. Please note that ALL medication, including Asthma inhalers, MUST NOT be left in your child's bag.
 - For School Holiday Program – Parents must hand medications in to reception staff.
 - For Playroom – Parents must hand medications in to playroom staff.
- It is your responsibility to ensure that the medication is within expiry date and that the action is plan is within 12 months old.
- If any of these items are missing, your child will not be able to join the program. (Please note: It is a requirement under National Law and Regulations that children who have known medical conditions not be permitted to join a care program without these items being present and accounted for. If you forget your medical items, we have NO CHOICE but to ask you to go home and return when you have them. Thank you.)
- Parents are required to submit in writing any changes to the medical management plan and risk minimisation plan for a child. An email can be sent to healthways@healthways.com.au.

Management will:

- Provide staff with a copy of the service's 'Dealing with Medical Conditions Policy' and 'Asthma/Diabetes/Allergy/Anaphylaxis Policy'.
- Ensure at least one staff member is on duty at all times who has completed Level 2 First Aid, Emergency Asthma Management training and Emergency Anaphylaxis Management training.
- Provide parents and carers with a copy of the service's 'Asthma/ Diabetes/ Allergy/ Anaphylaxis Policy' upon enrolment of their child.
- Ensure that all children with Asthma/Diabetes/Allergy/Anaphylaxis:
 - Have an Action Plan kept with their enrolment record that is within 12 months old;
 - Have the Risk Minimisation information from parents/guardians printed with their enrolment record; and
 - Add any Risk Minimisation Plan information to the child's record that shows up on educating staff's daily sheets.
- Ensure parents and carers of all children with Asthma/Diabetes/Allergy/Anaphylaxis provide medication at all times their child is attending the service.
- Implement a 'Dealing with Medical Conditions' first aid procedure consistent with current national recommendations.
- Ensure that all staff are aware of Asthma/Diabetes/Allergy/Anaphylaxis first aid procedures.
- Ensure adequate provision and maintenance of first aid kits.
- Promptly communicate with parents and carers any concerns regarding the management of children with Asthma/Diabetes/Allergy/Anaphylaxis attending the service.
- Identify and minimise, where possible, Asthma/Diabetes/Allergy/Anaphylaxis triggers for children attending the service.
- Ensure that children with Asthma/Diabetes/Allergy/Anaphylaxis are not discriminated against in any way.

- Ensure that children with Asthma/Diabetes/Allergy/Anaphylaxis can participate in all activities safely and to their fullest abilities.

Staff responsibilities:

- Ensure they are aware of the service's 'Dealing with Medical Conditions Policy' and 'Asthma/Diabetes/Allergy/Anaphylaxis Policy'.
- Ensure they are aware of the Asthma/Diabetes/Allergy/Anaphylaxis first aid procedure.
- Ensure that they can identify children in their care with Asthma/ Diabetes/ Allergy/ Anaphylaxis and are able to locate where medication is stored.
- Ensure they maintain current Level 2 First Aid, Emergency Asthma Management training and Emergency Anaphylaxis Management training qualifications if required.
- Ensure they are aware where Medical Management Plans and first aid kits are stored.
- Ensure they are aware of information that is on their daily sheets about children with Asthma/Diabetes/Allergy/Anaphylaxis.
- Promptly communicate to management, parents and carers any concerns regarding the management of children with asthma enrolled in the service.
- Identify and minimise, where possible, Asthma/Diabetes/Allergy/Anaphylaxis triggers for children attending the service.
- Ensure that children with Asthma/Diabetes/Allergy/Anaphylaxis are not discriminated against in any way.
- Ensure that children with Asthma/Diabetes/Allergy/Anaphylaxis can participate in activities safely and to their fullest abilities.

Dealing with a medical emergency:

- In the event that a medical condition is observed:
 - The first aid officer is to be notified immediately.
 - The first aid officer is to follow the child's individual medical management plan.
 - Parents will be contacted and notified of the incident.
 - An incident report will be written.
- If symptoms accelerate or become life threatening, an ambulance will be called. We will continue to provide first aid while waiting for the ambulance. We will contact parents again to notify them of the change to the child's condition and that an ambulance has been called.

If you require any clarification of this policy, or would like to discuss your child's medical management plan please ask to speak to the service's Nominated Supervisor or send an email to healthways@healthways.com.au.