



Outside School Care NT

OSC-NT.20 – Medical Conditions Policy

<p>Policy Description</p>	<p>Outside School Care NT aims to ensure that any child attending the service who are known to have a medical condition are supported with friendly policies and procedures and that all children, staff and visitors have access to the correct emergency medical supplies when needed.</p>
<p>1.0 Asthma and Anaphylaxis</p>	<p>At Outside School Care NT we are committed to having qualified staff members looking after the children. This means:</p> <ol style="list-style-type: none"> a. At least one staff member on duty at any time holds current certificates for ACECQA* approved competency assessed Emergency Asthma Management, Anaphylaxis Management and First Aid. b. Asthma Emergency Kits (AEKs) are accessible to all staff and include an in-date preventer and a single person use spacer with masks for under 5 year olds. c. Asthma, Anaphylaxis and First Aid posters are on display and provide information for staff and parents. d. Fixed and/or portable first aid kits are kept on site, and are taken with the service whenever they leave the premises. The first aid box's are restocked every six (6) months by St John's. <p>Any child that is enrolled in the service and is known to be diagnosed with Asthma or Anaphylaxis must obtain from their doctor; a 'Medical Action Plan'. This action plan is to be displayed in the office and in plain site for all staff to see. The parent/guardian must ensure that the service is provided with an indate Asthma Puffer and/or Epi Pen, that has clearly been prescribed by the doctor. This medication must be kept in the first aid box and go with the child if they ever leave the service. A copy of the medical action plan should also be kept with the medication.</p>
<p>2.0 Administration & Storage of Medication</p>	<p>Before any medication is administered the provider must ensure that there is written authorisation from the child's parent/guardian. The only exemption to this rule is in the case of an anaphylaxis or asthma emergency.</p> <p>Any staff found to administer any type of medication without the necessary prior approval, not referring to the child's medical conditions record and/or not confirming a written parent/guardian authorisation is held, by the service, will be subject to disciplinary action.</p> <p>Medication is to be administered only by staff holding a current and valid First Aid Certificate.</p> <p>At a parent's request, medication can be kept at the service, the Director and staff must ensure that the medication is stored under lock and key in a secure place.</p> <p><i>Please see 'Administration of Medication' Policy for more information</i></p>
<p>3.0 Other Medical Conditions</p>	<p>Outside School Care NT pride themselves on being an inclusive service that strives to accept and help all children with medical conditions. Any child that suffers from any of the following medical conditions will be accepted in to an inclusive environment;</p> <ol style="list-style-type: none"> a) Developmental disorder b) Physical disability c) Learning Difficulties, including ADD and ADHD d) Social Difficulties

<p>4.0 Roles and Responsibilities</p>	<p>Children:</p> <ul style="list-style-type: none"> a. Are supported to self manage their medical condition in line with their age and stage of development. <p>Parents/Carers:</p> <ul style="list-style-type: none"> b. Provide a valid and up to date Action Plan, signed by the treating doctor. c. Provide their child’s medication, clearly dated and in the original labelled container. d. Alert staff to any changes in their child’s medical condition. <p>OSC-NT Educators:</p> <ul style="list-style-type: none"> e. Document any illness’ relating to the child’s medical condition and advise parents/carers as a matter of priority. f. “Only use once policy” on medical items such as Preventers, spacers and masks. g. Review documentation regularly to ensure compliance with procedures. h. Minimise exposure to known triggers. i. Provide guidance to the children and provide active care on an on going basis. <p>OSC-NT Management:</p> <ul style="list-style-type: none"> j. Meet requirements under the National Law and Regulations k. Ensure at least one staff member on duty at any time has current competency assessed Emergency Asthma Management, Anaphylaxis Management and First Aid Certificates. l. Provide an appropriate number of first aid kits. m. Have a plan and risk manage children’s health care needs. n. Have a safe medication management procedure in place. o. Maintain a central record of children’s health care needs and review regularly p. Induct new staff in medical condition policies and procedures including Asthma, Anaphylaxis and First Aid training and information for all staff. q. Review policies and practices.
<p>5.0 Inclusion Support Services</p>	<p>OSC NT Management may invoke the right to ask Inclusion Support Services to assist with children who are having trouble adapting to the environment at the service. Inclusion Support may suggest applying to the government for funding so more staff can be rostered on to supervise and care for the child. Inclusion Support, support the educators and director at the service with implementing strategies and approaches that the child will respond best to.</p>
<p>Related Policies, Procedures, forms or checklists:</p>	<ul style="list-style-type: none"> 1. Medication consent form
<p>Specific Information for Parents:</p>	<p>Medical Management Plans Medical Consent forms</p>
<p>Sources/References:</p>	<ul style="list-style-type: none"> 1. http://www.asthmaaustralia.org.au/For-childrens-services.aspx 2. Education and Care National Amendment Regulations 2017. Regulations 89, 90-96, 94(1), 168, 178, 181-184 3. National Education and Care Services Law 2010 4. National Quality Framework. www.acecqa.gov.au 5. National Quality Standards February 2018, standards: 2.1, 2.1.1, 2.1.4, 2.3, 2.3.2 6. https://www.education.gov.au/inclusion-support-programme-isp
<p>Version Control/Updates:</p>	<p>Version: 3.0 November 2015</p> <p>To be reviewed and updated by: November 2016</p> <p>Version: 4.0 September 2016</p>

	<p>To be reviewed and updated by: September 2017</p>
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Version: 5.0 November 2017

To be reviewed and updated by: November 2018

