

YMCA Canberra – Medical Conditions Policy Children’s Services

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Document Number	Date Approved	Date Last Amended	Status
CS006	27 Jan 2016	22 February 2018	Approved

1. TITLE

Medical Conditions Policy Childrens Services

2. INTRODUCTION

The YMCA is committed to supporting all children to be safely involved in programs regardless of their medical needs. The health and safety of all persons entering our Children’s Services, is of paramount importance to us and it is understood that there is a shared legal responsibility, commitment and accountability by all persons to implement our Service’s Medical Conditions Policy.

Objectives:

Staff and educators will work with families to minimise the risk of exposure to children of foods, and other substances, which are known common triggers of severe allergy or anaphylaxis in children or which are identified triggers for specific children within their care. Staff and educators will ensure that any medical conditions that they are notified of are managed appropriately and in accordance with any medical management plan provided.

3. POLICY

YMCA Management will:

- Ensure that we meet the requirements of the Education and Care Services National Law and Regulations with one Approved Anaphylaxis Management Trained, Approved Emergency Asthma Management and First Aid Qualified educator, and that the training is updated regularly.
- During the enrolment process seek information about any specific health care need, allergy or relevant medical condition that a child may have. This information will then be communicated verbally and in writing (Current Medical Management Plan specific to the child will be required) to all educators and staff caring for the child.
- Encourage ongoing communication with families in regards to medical status of children.
- Conduct regular assessments of the day to day management of the service to ensure that the risk of exposure to relevant allergens is being minimised.
- On enrolment provide a copy of the Medical Conditions Policy to all families.
- Provide a copy of the Medical Conditions Policy to all adults engaged as Educators, staff, students and /or volunteers at the centre

- Develop a risk mitigation plan for when a child with an identified medical condition is in the centre, in consultation with families, educators and staff. This will include where the medical management plan is to be located, where medication is kept, how medication is maintained within expiry date, means of communication to any new staff within the child's room or within the food preparation area, procedure to be applied in relation to managing the risk on excursions. This plan should be documented and signed by the senior educator and the family and retained on file.
- Ensure that **practices for the self-administration of medication** for children over pre-school age include:
 - Authorisation for the child to self-administer medication is recorded in the administration of medication record for the child.
 - Any medication must be given to service staff or educators for storage purposes
 - When medication is required for self-administration, staff or educators will provide the medication to the child.
 - Self-administration of medication for children over pre-school age must take place under the supervision of service staff or educators (it must be witnessed by a second staff member)
 - The self-administration of medication must be documented as per Administration of Medication Policy.
- Where a child has been diagnosed as at risk of anaphylaxis, a notice stating this must be displayed at the service.

In relation to the child at risk from food related allergies:

- Practical strategies to avoid known triggers including;
 - The daily notation of known triggers in the Centre's foyer for a child or adult in attendance at the centre
 - Strict adherence to a "nut-free" environment, including food brought from home, fund raising foods available for purchase and education of Centre stakeholders in hygiene procedures to minimise exposure to known allergens
 - Notification of kitchen staff and educators of the presence of an anaphylactic person within the Centre
 - Strict compliance with food preparation and segregation requirements
 - Strict adherence to the Centre's Food Handling Policies and Procedures, Nutrition Policies and Mealtime Procedures
 - Age appropriate education of children
 - A child at risk from food related allergies should only eat food that has been specifically prepared for him/her. Where the service is preparing food for the child, ensure that it has been prepared according to the Family and GP instructions.
 - There should be no trading or sharing of food or food utensils with this child.
 - In some circumstances it may be appropriate that a highly allergic child does not sit at the same table when others consume food or drink containing or potentially containing the allergen. However, children with allergies should not be separated from all children and should be socially included in all experiences.

- When the at risk child is allergic to milk, ensure non-allergic babies are held when they drink formula/milk.

In relation to other practices at the service:

- Ensure tables, bench tops and high chairs are washed down after eating.
- Ensure hand washing for all children and Educators upon arrival at the service, before and after eating.
- Restrict use of food and food containers, boxes and packaging in crafts, cooking and science experiments, depending on the allergies of particular children.
- Staff should discuss the use of foods in experiences such as cooking with families/guardians.
- All staff are trained in measures to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.

In relation to the child at risk from bite and sting allergies:

- Staff and educators carry out risk assessment of play spaces to minimise exposure to known triggers.
- Children will be supervised at all times.

Managing the Medical Condition known as Asthma

To facilitate effective care for a child with asthma, YMCA staff & educators should:

- Ensure families provide updated information on the child's health, medications, allergies, their doctor's name, address and phone number, emergency contact names and phone numbers and an Asthma Action Plan Or Management Plan approved by their doctor, on enrolment and prior to the child starting in the service, or when the child is diagnosed, or when changes to their asthma/treatment occurs.
- Ensure appropriate Administration of Medication forms are signed.
- Be aware of aspects of the indoor environment that may be triggers for asthma in children, which include:
 - dust mites, gardens/pollen, mould, chemicals, animals, air pollution, bush fires, colds and flu, diet/food, emotions, exercise, heating/air conditioning, medications, stress, weather/thunderstorms.
- Reduce exposure of children to indoor allergens by:
 - regularly vacuuming and shampooing carpets, rugs and upholstered furniture, cushion covers, throw rugs and washing fluffy toys;
 - regularly cleaning bedclothes;
 - treating and preventing growth of mould (when using chemical sprays such as pesticides and cleaning agents, spray when children are not present in the immediate vicinity);
 - controlling pest infestations;
 - minimising keeping pets indoors and ensuring they are in a clean and healthy condition; and
 - using dust resistant mattress and pillow covers.
 - wet dusting window sills, doors and shelving regularly.

**** In any case where a child is having an acute asthmatic attack the following steps should be followed:**

- Administer first aid or medical treatment according to either:
 - emergency Asthma First Aid Plan,
 - the child's Asthma Action Plan or Medical Management Plan, or,
 - a doctor/ paramedic's instructions.
- Dial 000 for an Ambulance and notify the families in accordance with the Critical Incident Policy and Procedures
- Staff/educators must inform the nominated supervisor if they administer first aid.

Managing the Medical Condition known as Diabetes

In consultation with parents and registered health practitioners, YMCA staff and educators will;

- Obtain a Diabetes Action Plan, authorised by a registered health practitioner and containing the following information;
- A clear photo of the sufferer
- Documentation of significant blood sugar level symptoms (hypo-glycaemic or hyper-glycaemic)
- Documentation of any first aid response including any prescribed medication
- Identification and contact details of the registered health practitioner who completed the form
- When a sufferer is identified, educators and staff employed at the YMCA Service should be taught to recognise the risk, understand risk mitigation actions, know what actions to undertake in the case of a sufferer experiencing high or low blood sugar reactions and instruction in the administration of glucagon.
- Record all incidences of low or high blood sugar reactions, including those requiring medical intervention on the appropriate Illness, Injury, Incident or Trauma form duly signed by the supervising Educator, the Director or Assistant Director and the legal guardian of the child
- Allow additional trips to the toilet / nappy change area
- Allow the sufferer to eat as required regardless of Centre routines
- Encourage age appropriate education of children

Managing a known medical condition and undiagnosed conditions

To facilitate effective care for a child with any known medical condition YMCA staff & educators should:

- Ensure families provide information, on enrolment and prior to the child commencing care, about the child's health, medications, medical condition, allergies, their doctor's name, address, phone number, emergency contact names and phone numbers, and any relevant Action Plan or Medical Management Plan approved by their doctor. Families should be made aware that this information needs to be updated for any new medical diagnosis or changes to the condition/treatment of their child during their period of enrolment at the service.
- Ensure written consent has been given for the administration of any medications.

- Ensure policies and procedures are adhered to when administering medication and first aid treatment in emergencies.
- Where a specific condition is diagnosed families must supply a written Medical Management Plan for the child prior to their attendance at the service. This should include:
 - signs & symptoms to be aware of,
 - any specific monitoring required,
 - any specific medication/treatment required,
 - what action to take in the event of a medical emergency, including emergency contacts for the child’s doctor and family, or what first aid to give.
 - what meals and snacks are required including food content, amount and timing,
 - what activities and exercise the child can or cannot do, and
 - whether the child is able to go on excursions and what provisions are required.
- In an emergency involving a child with any known medical condition dial 000 for an ambulance and notify the family in accordance with the Critical Incident policy and procedures, and administer first aid or emergency medical aid according to the child’s Action Plan, Medical Management Plan or a doctor’s/paramedics instructions.

For further information on specific medical conditions contact Westmead Children’s Hospital at: www.chw.edu.au.

4. DEFINITIONS

Asthma is a condition of the airways. People with asthma have sensitive airways in their lungs which react to triggers that set off their asthma. This makes it harder for them to breathe.

Allergy occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in house dust mites, pets, pollen, insects, moulds, foods and some medicines.

Anaphylaxis is a severe and sudden, life- threatening, allergic reaction when a person is exposed to an allergen.

5. SCOPE

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6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Managers	Ensure parents are provided medical conditions policy and plans to complete on enrolment Monitor required medications and expirations Ensure safe storage of all medication Arrange training for educators with regards to medical conditions

	Complete yearly updates to all medical condition paperwork and action plans in consultation with families
Educators	Follow child's GP action plan and relevant YMCA policies when managing a medical condition Be aware of all children and their medical needs and medications Ensure safe storage and administration of all medication at the centre
Legal Guardian	Complete required medical conditions forms on enrolment or when child develops medical condition. Provide medical GP action plan where applicable Provide medications to manage the child's condition whenever child is in attendance. Advise and communicate to the Management about any changes to the medical conditions or care plans. Participate in yearly reviews of medical condition paperwork with Management

7. MONITORING, EVALUATION AND REVIEW

To be reviewed February 2020

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

First Aid Policy

Child Health and Wellbeing Policy

Medication Administration Policy

Educational and Care Services National Regulations, 2011 ss 90, 91

Education and Care Services National Law Act, 2012

National Quality Standards: Quality Area 2

Albury City Childrens Services "Dealing with Medical Conditions Policy"

Anaphylaxis Guidelines for Early Childhood Education and Care services, August 2014

www.allergy.org.au accessed January 2018

Australasian society of clinical immunology and allergy- accessed January 2018

Asthma Australia <http://www.asthmaaustralia.org.au/>

4 Step Asthma first aid plan

http://www.asthmaaustralia.org.au/uploadedFiles/Content/About_Asthma_2/Resources/Brochures/AA_Poster_First%20Aid%20A4_2014.pdf

Version	Date	Author	Change Description
2.0	27/1/2016	J Ledbrook	Update for regulatory changes
2.1	22/02/2018	J.Ferguson	Update to sources and documents, review with all of Children's services unit.