 MACQUARIE University	Managing Medical Conditions	Work Area:	Children's Services
		Contact Officer:	Business Operations Manager, Early Learning
		Revision Number:	4
		Last Modified:	November 2021
	Policy		

PURPOSE	To support the enrolment of children who may have a medical condition, into Campus Life early learning centres and holiday programs.
OVERVIEW	<p>Campus Life is committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all children who attend our services. We are also committed to ensuring our staff are equipped with the knowledge and skills to manage situations, ensuring all children receive the highest level of care and that their needs are always considered.</p> <p>Medical conditions are defined as something that may affect or pose a risk to a person's physical or mental well-being. These include, but are not limited to, asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening.</p> <p>A registered Medical Practitioner is someone listed on the Register of Practitioners maintained by the Australian Health Practitioners Registration Agency. This Register can be accessed at www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</p>
RESPONSIBILITY/SCOPE	Early Learning Centres, Vacation Care, Junior Science Academy
THE POLICY	

Early Learning Centres and Vacation Care

All children attending the centre with an identified medical condition will have a Risk Minimisation and Communication Plan (RMP) developed by the staff in collaboration with the family of the child. A copy of this policy will be provided to the parents when the centre staff are made aware that the child has a specific health care need, allergy or other relevant medical condition.


In addition, it is expected that in most instances a child with an identified medical condition will also have a medical Action Plan provided by a registered medical practitioner. Where the medical condition may require preventative and/or responsive treatment to identified symptoms, then a medical Action Plan must be provided to the centre. The medical Action Plan and RMP must be reviewed and updated annually unless documented otherwise by the medical practitioner.

The RMP aims to reduce the likelihood of a child's medical condition occurring/worsening whilst at the centre, i.e. it is preventative. A medical Action Plan details the treatment of the condition, i.e. it is reactive.

Where a child enrolls with a known medical condition, the RMP will be developed, be approved by the Centre Manager and be communicated to staff before the child begins care. If the child is already enrolled when a diagnosis occurs the staff will work with the family to develop and implement the RMP as quickly as possible.

It is the responsibility of the parents to ensure that all Action Plans are current and updated as required.

It is the responsibility of the Centre Manager to ensure that all RMPs are updated and approved as required and communicated to staff.

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Families will communicate any changes to the medical Action Plan to the centre as soon as possible. This notification may initially be via an email from the parents, with an updated medical Action Plan provided to the centre at the earliest opportunity. The updated RMP will be reviewed by staff in collaboration with the family as soon as possible after any change to the applicable medical Action Plan. The reviewed RMP will be approved by the Centre Manager and communicated to staff.

All documents will be confidentially stored for the specified period as required by the Education and Care Services National Regulations. Where a medical Action Plan is in place, verbal permission will be sought from the family to display this in a prominent position for staff to access quickly and easily.

If a child requires additional medical intervention following treatment of their symptoms at the centre, a copy of the Administration of Medication Form will be provided to the family to give to medical staff.

The Administration of Medication Form will be completed when a child receives medication, and a copy will be provided to parents and/or medical staff if applicable.

All staff, including casuals and volunteers, will be informed of any children diagnosed with a medical condition and given access to any medical Action Plan and the RMP. It is the responsibility of staff to ensure they familiarise themselves with the medical Action Plan and RMP. Centre Managers will have a process in place to ensure staff are aware of and understand the requirements of each Action Plan and RMP.

Where applicable, relevant staff will be adequately trained to undertake specific procedures required as part of the medical Action Plan.

At all times there will be a minimum of one staff member on the premises with a current First Aid certificate and Asthma/Anaphylaxis Management training.

Families will be advised if there are any items/foods not permitted in the centre due to it presenting a hazard to a child with a diagnosed medical condition.

A communication strategy will be developed to ensure that all staff members are kept up to date with the medical Action Plan and RMP. This may include, but not be limited to, sharing information at room meetings and staff meetings, as well as through staff memos.


When taking groups of children on excursions, consideration will be given to individual children's medical conditions. Any required medications will be taken on the excursion/regular outing.

All educators will be alert to the immediate needs of children who present with symptoms of anaphylaxis and asthma and administer emergency medication in accordance with their training as required.

The service will always keep an emergency epi-pen and asthma medication on the premises and in the Emergency Evacuation Bag.

Junior Science Academy:

Information on medical conditions will be collected at enrolment. The Coordinator will review this prior to each offering to determine if additional precautions or procedures need to be taken to ensure the safety of children and staff. The Coordinator will liaise with families for further information as required. Families may

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be required to complete the Permission to Self-Administer medication form to allow their child to administer their medication under supervision.

Policy Information	
Contact Officer (Role Title)	Business Operations Manager, Early Learning
Date Approved	November 2021
Approval Authority (Role Title)	CEO of U@MQ Ltd. (Campus Life)
Date of Commencement	November 2021
Amendment History	21 Feb 2021, May 2015, May 2016, May 2020
Date for Next Review	May 2024
Related Documents	NQS Element 2.1.2 Risk Minimisation and Communication Form Permission to Administer Medication Form Permission to Self-Administer medication form
Policies superseded by this	
Keywords	Medical condition Medical Action Plan Risk Minimisation and Communication Plan