

# *OSHC Managing a Medical Condition Procedure*

V10.6.23P



St Aloysius

*A Ministry of Mercy Education Ltd*

## Managing a Medical Condition Procedure

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To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition, our Out of School Hours Care (OSHC) Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children’s health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

Working in conjunction with the *Medical Conditions Policy*, this procedure provides detailed steps for management and educators to follow when a child with a health care, allergy or medical condition enrolls at the Service.

*Education and Care Services National Law or Regulations (90, 90(1)(iv), 91, 92, 93, 94, 95, 96, 136 and 170)*

*NQS QA 2: Element 2.1.1 and 2.2.1 Wellbeing and comfort, Health practices and procedures*

*Related Policies: Medical Conditions Policy, Anaphylaxis Management Policy, Asthma Management Policy, Cystic Fibrosis Management Policy, Diabetes Management Plan, Eczema Management Plan and Epilepsy Management Plan*

STEP 1 - ORIENTATION AND ENROLMENT		
1	At the time of enrolment, the Nominated Supervisor/responsible person will ask families if the child has any health care need/s, allergy, or medical condition	
2	The Nominated Supervisor/responsible person will ensure the enrolment form includes health care needs, allergies or identified medical conditions for the new child	
3	All families will be informed of the Service’s management of the <i>Medical Conditions Policy</i> through the Family Handbook during the enrolment process	
4	The Nominated Supervisor/responsible person will contact the family to discuss the details of the health care need, allergy or medical condition and what adjustments may be needed to the practices of the Service or environment to ensure inclusion of the child	
5	The Nominated Supervisor/responsible person will advise the family of the <i>Medical Conditions Policy</i> and any relevant policies such as <i>Anaphylaxis Management Policy</i> or <i>Asthma Management Policy</i> , including the additional requirements for enrolment such as a <i>Medical Management Plan</i> and the development of a <i>Risk Minimisation Plan</i> and <i>Communication Plan</i>	
6	The Nominated Supervisor/responsible person will ensure families sign the <i>Enrolment Form</i> to acknowledge information relating to <i>Medical Management Plans</i> are to be kept up to date at all times	

STEP 2 - MEDICAL MANAGEMENT PLANS		
1	The family will develop a <i>Medical Management Plan</i> in consultation with the child's registered medical practitioner. This MUST be completed before the child can attend the Service. The Nominated Supervisor/Responsible Person will ensure this is communicated to new enrolling families to ensure documentation is provided and a Risk Minimisation and Communication Plan is created in a timely manner.	
2	The <i>Medical Management Plan</i> is to include any ASCIA Anaphylaxis or Asthma Action Plan	
3	The Nominated Supervisor/responsible person will ensure parents/guardians provide consent to display <i>Medical Management Plan</i> through the <i>Permission to Display Medical Management Plan consent located on the Enrolment form</i>	
4	The Nominated Supervisor/responsible person will ensure individual <i>Medical Management Plans</i> are available and accessible to staff in the main room of the service, staff areas and food preparation areas	
5	During orientation and induction educators are informed about the Service's procedures and policies in relation to managing children with diagnosed health care needs, allergies and medical conditions	
6	The Nominated Supervisor/responsible person will ensure any medications required as part of the <i>Medical Management Plan</i> are available at the service each time the child attends	
7	Educators will ensure medications are stored as per <i>Medical Management Plan</i> and <i>Administration of Medication Policy</i>	
8	Educators will ensure an <i>Administration of Medication</i> form is completed each time medication is administered and acknowledged by the parent/guardian each day	
9	Educators will ensure Medical Management Plans and any medication are taken from the Service in the event of an emergency evacuation or on an excursion	
10	The Nominated Supervisor/responsible person will ensure that any medication required to be transported to and from school will be done by a staff member or educator	
11	The Nominated Supervisor/Responsible Person will ensure that any medical conditions communicated to the OSHC is documented on the student's electronic profile via SPIKE as part of their enrolment process	
12	The Nominated Supervisor/Responsible Person will ensure that a Dietary and Health Considerations Report is generated daily for Before School Care, After School Care and Vacation Care that briefly summarises the medical conditions and additional needs present at the OSHC service that day	
13	Educators will ensure that they have read the Dietary and Health Considerations Report at the commencement of their shift, and are able to identify the students documented on the report	
14	The Nominated Supervisor/Responsible Person will ensure that educators read and understand any new Medical Management Plans introduced to the service	

15	Educators will raise any questions relating to the Medical Management Plan to the Nominated Supervisor/Responsible Person to ensure they fully understand the needs of the child	
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### STEP 3 - MEDICAL RISK MINIMISATION PLANS

1	Using the information gathered from the <i>Medical Management Plan</i> , the Nominated Supervisor in conjunction with the family will develop a <i>Risk Minimisation Plan</i> to: <ul style="list-style-type: none"> <li>consider and identify potential risks to the child within the service environment</li> <li>develop strategies for the management of the health care need, allergy or medical condition and emergency response procedures and,</li> <li>identify who will be included in this process.</li> </ul>	
2	The Nominated Supervisor will consider if any training or professional development is required for educators as part of the <i>Risk Minimisation Plan</i>	
3	The <i>Risk Minimisation Plan</i> will record any dietary modifications as part of the <i>Medical Management Plan</i>	
4	Risk Minimisation Plans are required to be reviewed at least annually or revised with each change to a child's Medical Management Plan	
5	The Nominated Supervisor/Responsible Person will ensure that educators have read and understood the Risk Minimisation and Communication Plan for a child	
6	The Nominated Supervisor/Responsible person will consider if any reasonable adjustments to the OSHC space in accordance with the Risk Minimisation and Communication Plan	
7	Educators will ensure that they are aware of the strategies identified for particular students in accordance with their Risk Minimisation and Communication Plan, and ensure they are implementing these strategies during the OSHC session.	

### STEP 4 - MEDICAL COMMUNICATION PLAN

1	The Nominated Supervisor/OSHC Management will create a <i>Communication Plan</i> for each child and ensure all educators and staff are advised of individual <i>Medical Management Plans</i> and <i>Risk Minimisation Plans</i> and method of communicating with the family	
2	The Nominated Supervisor/OSHC Management will consult with each family and inform how the <i>Communication Plan</i> will be maintained within the Service to ensure their child's health and safety	
3	The Nominated Supervisor/OSHC Management will ensure relief staff, students, volunteers, the child's school teacher, Early Intervention Specialists are informed of and familiar with any <i>Medical Management Plans</i> and <i>Risk Minimisation Plans</i> upon initial contact with the Service. e.g., orientation process, first visit	
4	The Nominated Supervisor/OSHC Management will communicate any individual <i>Medical Management Plans</i> to kitchen staff and discuss strategies identified within the <i>Risk Minimisation Plan</i>	

5	Any changes to a child's <i>Medical Management Plan</i> and <i>Risk Management Plan</i> will be communicated to educators within the <i>Communication Plan</i> by a child's parent	
6	The Nominated Supervisor/OSHC Management will routinely check all <i>Communication Plans</i>	

STEP 5 – SELF-ADMINISTRATION OF MEDICATION		
1	The Nominated Supervisor/OSHC Management will ensure that written authorisation is provided by the parent or authorised person nominated on the child's enrolment form for self-administration of medication	
2	An educator will assist the parent or guardian to complete the <i>Self-Administration of Medication Record</i> to ensure all details are submitted and correct.	
3	An educator will take any medication from the parent and either store it in the refrigerator, in a labelled and locked medication container or for medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. Children will not carry medication whilst at the OSHC Service and will hand over medication to an educator upon arrival at the Service (e.g., attending after school care)	
4	The Nominated Supervisor/responsible person/OSHC Management will set a reminder/alert for the time when the medication is to be administered	
5	An educator will bring the child to an appropriate area to supervise the child to self-administer the medication. The educator will supervise and witness the child administering medication whilst checking the medication label, dosage and expiry date before the medication is administered.	
6	The child and educator will complete the <i>Administration of Medication Record</i> with full name and signature along with time, date and dosage of medication that was administered	

**IMPORTANT** Ensure a copy of the *Medical Conditions Policy* is provided to parents upon enrolment.

## REVISION RECORD

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