

### Aims:

- That all children and staff with medical conditions enrolled at Kyabram P-12 College Outside School Hours Care centre receive appropriate attention as required.
- Ensuring each staff member and other relevant adults have adequate knowledge of medical conditions and emergency procedures to respond to medical conditions to ensure the safety and wellbeing of children, staff and visitors.
- To provide an environment in which all children with medical conditions can participate in order to realise their full potential.
- To provide a clear set of guidelines and expectations to be followed with regard to the management of medical conditions.

### General Policy - diagnosed Medical Conditions

- No child enrolled at the Kyabram P-12 College OSHC centre that has been diagnosed with a chronic medical condition will be able to attend the centre without medication (if required by a medical practitioner), a medical management plan and a medical authority plan.
- Specific high risk policies have been identified and implemented by Kyabram P-12 College OSHC including Anaphylaxis, and Asthma (Please see specific policies for these medical conditions).
- Making parents/guardians aware of this policy, and providing it to parents with a child/ren enrolled at Kyabram P-12 College OSHC with a diagnosed medical condition.
- Enrolment forms will be fully completed by parents in order to identify medical conditions including asthma, diabetes, or a diagnosis that is child is at risk of anaphylaxis.
- Information will be provided to all relevant staff members and volunteers to ensure that they are familiar with the child's medical plan and location of the child's medication.
- The nominated supervisor will follow the medical management plan provided by the parent.
- A risk minimisation plan will be developed in consultation with the parent of the child with a nominated medical condition to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- The safe handling, preparation, consumption and service of food will be in place and implemented.

- Parents will be notified of any known allergens which may pose a risk to their child and strategies for minimising risks are developed in consultation with the parent.
- A child's parent can communicate any change to the medical management plan and risk minimisation plan for the child setting out how that communication can occur.

## Procedures:

### Kyabram P-12 College OSHC is responsible for:

- Ensuring that a medication book is available at all times for recording the administration of medication to children at the centre.
- Ensuring that medication books are kept and securely stored for the required time.
- Ensuring that all staff on duty have a current first-aid certificate.
- Ensuring that staff have specific medical conditions training if required.
- Ensure all staff file documents of any medical conditions.

### The staff are responsible for:

- Creating a risk minimisation plan and a communication plan in regards to the child's or staff member's medical condition.
- Ensuring that each child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request and permit the administration of medication to the child.
- Administering medication in accordance with guidelines set out in the policy for administration of medication.
- Ensuring that the medication book is available for parents/guardians to record information in during operational hours.
- Ensuring that all details have been completed in the medication book by parents/guardians/authorised person in accordance prior to administering medication.
- Being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that their medical management plans are completed and attached to the child's enrolment form.
- Ensuring that medication is inaccessible to children and in a childproof cupboard.
- Informing parents/guardians as soon as practicable if an incident occurs in which the child is administered the incorrect medication; administered the incorrect dose as prescribed in the medication book; staff forget to administer the medication; or the medication was administered at the wrong time. Consideration will also be given to notifying the child's doctor and/or DET.
- Ensuring that any medication that is accidentally dropped is not administered to a child or returned to the original container and that the parents/guardians are informed of the incident.
- Making parents/guardians aware of this, and any other relevant policies, and providing them to parents with a child/ren enrolled at Kyabram P-12 College OSHC centre with a diagnosed medical condition.

### The parents/guardians are responsible for:

- Recording children/s illness/medical condition on Enrolment form during enrolment process or as soon as a diagnosis is made.
- Ensuring that all medical authorisations are completed and current, on the child's enrolment record.
- Providing a current medical management plan when their child requires the long-term treatment of a condition that requires medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency. (The current medical management plan must include a photo of the child and signed by the medical practitioner. This must include procedures to be followed by staff in the case of an incident relating to the child's specific health needs.)
- Working with staff to create a risk minimisation and communication plan for their child's medical condition.
- Informing and providing any changes to the medical management plan.
- Providing required medications to the centre, every time the child is in attendance.

## DIABETES

A diabetic emergency may result from too much or too little insulin in the blood. There are two types of diabetic emergency – very low blood sugar (hypoglycaemia, usually due to excessive insulin); or very high blood sugar (hyperglycaemia, due to insufficient insulin). The more common emergency is hypoglycaemia. This can result from too much insulin or other medication, not having eaten enough of the correct food, unaccustomed exercise or a missed meal.

To facilitate effective care for a child with diabetes it is necessary to form a partnership between the centre and the child's family with responsibilities for both outlined.

### Kyabram P-12 College OSHC is responsible for:

- Ensuring at least one staff member who has completed accredited training in emergency diabetes first aid is present in the centre always whenever children with diabetes are being cared for in the service.
- Making parents/guardians aware of this policy, and providing it to parents with a child/ren enrolled at Kyabram P-12 College OSHC centre with a diagnosed medical condition.

### The staff are responsible for:

- Creating a risk minimisation plan and a communication plan in regards to the child's medical condition.
- Ensuring that risk minimisation plans and communication plans are kept with the enrolment record of the child enrolled in the service.
- Ensuring availability of meals, snacks and drinks that are appropriate for the child and are in accordance with the child's Diabetes Care Plan.
- Ensuring opportunity for the child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Diabetes Care Plan.

- Ensuring there are glucose foods or sweetened drinks readily available to treat hypoglycaemia (low blood glucose), eg. Glucose tablets, glucose jelly beans. If a child has had an episode of hypoglycaemia and needed glucose food or drink, also provide the child with a slow-acting carbohydrate food to help maintain blood glucose levels, eg. milk, raisin toast, yoghurt, fruit.
- Making parents aware of this policy and providing it to parents with a child/ren enrolled at Kyabram P-12 College OSHC centre with a diagnosed medical condition.

**The parents/guardians are responsible for:**

- Providing details of the child's health problem, treatment, medications and allergies on enrolment records.
- Providing their doctor's name, address and phone number, and a phone number for contact in the case of an emergency.
- Working with staff to create a risk minimisation and communication plan for their child's medical condition.
- Providing a Diabetes Care Plan following enrolment and prior to the child starting at the centre which should include:
  - What activities and exercise the child can or cannot do.
  - Whether the child can go on excursions and what provisions are required.
- Providing a Diabetes First Aid as well as a Risk Management Plan prior to the child starting at the centre which should include:
  - What symptoms and signs to look for that might indicate hypoglycaemia (low blood glucose) or hyperglycaemia (high blood glucose)
  - What meals and snacks are required including food content, amount and timing.
  - What action to take including emergency contacts for the child's doctor and family or what first aid to give.
- Supplying all necessary glucose monitoring and management equipment while that child attends the centre.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026