

## SWISH Education

### Background

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Childcare legislation recognises that children with existing medical conditions attend education and care services. In order to uphold the safety and wellbeing of these children at all times, it requires educators to be trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. Legislation also requires that educators must know the precise response expected of them for each individual child as detailed in a current Medical Management Plan for that child provided by the child's parent(s).

### Policy statement

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This Policy details how the Service ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor.

### Strategies and practices

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- At enrolment, parents are required to complete an enrolment form for their child. The form includes provision for parents to detail any medical conditions or specific health care need their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy).
- Parents are asked to provide the Service with any Medical Management Plan from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Service to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- The Service uses the Medical Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation and Communications Plan for their child. The Medical Conditions Risk Minimisation and Communications Plan identifies the possible risks to the child's specific condition or health care need while at the Service (e.g. exposure to known allergens) so that those risks can be minimised. Further it ensures communication processes are in place so that, at all times, Service educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Service is guided by templates from recognised authorities such as Anaphylaxis Australia, Asthma Australia, and the Australian Society for Clinical Immunology and Allergy when developing the Medical Conditions Risk Minimisation and Communications Plan.
- The Service requires parents to provide any updates to their child's Medical Management Plan (e.g. at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued, new photograph), and at other times when the Nominated Supervisor requests updates as agreed in the Medical Conditions Risk Minimisation and Communications Plan.

# Medical Conditions

- A copy of the Medical Management Plan and the Medical Conditions Risk Minimisation and Communications Plan is filed with the child's enrolment form. A copy of the Medical Management Plan is also kept where the child's medication is stored.
- With parental consent, copies of each child's Medical Management Plan are displayed in a strategic place in the Service. With the child's right to privacy in mind, the plans are not accessible to visitors or other families. A copy of the Medical Management Plan is taken on any excursion the child attends.
- All parents are provided with a copy of this Policy when they enrol their child. In addition, if the parents have advised that their child has a specific health care need, the Nominated Supervisor discusses the Policy in detail with them, and gives them the opportunity to ask any questions necessary to ensure they understand the Policy.
- All staff, educators, students and volunteers commencing at the Service are given a copy of this Policy, the Policy is discussed in detail, and they are given the opportunity to clarify their understanding of the Policy.
- All medical details held by the Service are kept confidential. Refer to the Service's *Privacy and Confidentiality Policy*.
- The Service takes every precaution to ensure that no child who has been prescribed medication in relation to a specific health care need, allergy or relevant medical condition attends the Service without that medication.
- The Nominated Supervisor communicates the specific health needs of each child to all staff/educators including the whereabouts of copies of the Medical Management Plan and any medication for the child. They are given the opportunity to ask questions to clarify that they fully understand the child's medical needs and their responsibilities attending to those needs. The Nominated Supervisor ensures that any updates are promptly conveyed to all staff/educators.
- The Nominated Supervisor provides all students and volunteers with an orientation before they commence at the Service. The orientation includes information about specific health care needs, where Medical Management Plans are displayed and where the children's medication is kept. The Nominated Supervisor stresses the importance of alerting Service educators immediately of any concern regarding the health and wellbeing of any child.
- The Australasian Society of Clinical Immunology and Allergy has made available an information poster Anaphylaxis Action Plan (General) – ASCIA. Copies of this poster are displayed in a strategic position at the Service.
- The Asthma Foundation of Australia has made available an information poster Asthma First Aid. Copies of this poster are displayed in a strategic position at the Service.
- All EpiPens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the Service's *Administration of Medication Policy*.

# Medical Conditions

- First Aid kits are located where educators can readily access them in an emergency. Refer to the *Service's Incident, Injury, Trauma and Illness Policy*.
- The Service is a nut free zone, and educators take all reasonable steps to ensure this mandate is upheld. Refer to the *Service's Nutrition, Food and Beverage Policy* and its *Food Preparation, Storage and Handling Policy*.
- The Service accesses information and resources on medical conditions and their management from recognised authorities, and provides this information to parents, educators, students and volunteers.
- The Service reviews its health and safety practices regularly as part of its Quality Improvement Plan. Refer to the *Service's Educator Professionalism and Ethics Policy*.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its Staff Summary Sheet. The required number of educators with these qualifications meet regulatory requirements at all times, including on excursions.
- In the event of an incident relating to a child under a Medical Management Plan, that Plan must be followed explicitly. An Incident, Injury, Trauma and Illness Record is to be completed.
- At this time, the Service has no children who administer their own medication. However, should a specific need arise the Service's practices will be adjusted to meet that need.

## **Additional safe practices for babies**

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- No additional practices are required beyond those specified in this policy for all children.

## **Responsibilities of parents**

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- To inform the Service of any updates to their child's Medical Management Plan.
- To ensure the child's medication is brought to the Service every time the child attends the Service.

## **Procedure and forms**

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- Allergic Reactions Action Plan – ASCIA\*
- Action Plan for Anaphylaxis – ASCIA\*
- Asthma First Aid – Asthma Foundation\*
- Incident, Injury, Illness and Trauma Record
- Medical Conditions
- Medical Conditions Risk Minimisation and Communications Plan
- Staff Summary Sheet

# Medical Conditions

## Links to other policies

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- Administration of Medication Policy
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Food Preparation, Storage and Handling Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition, Food and Beverage Policy
- Students, Volunteers and Visitors Policy

## Links Education and Care Service National Regulations 2011, National Quality Standard 2011

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Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement—anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication
	136	First aid qualifications
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

## Sources

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- Australian Society for Clinical Immunology and Allergy. (n.d.). *ASIA Action plan for anaphylaxis*. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> accessed 26 December 2017
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2011

## Further reading and useful websites

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- Allergy New Zealand – <http://www.allergy.org.nz/> accessed 26 December 2017
- Allergy & Anaphylaxis Australia – <http://www.allergyfacts.org.au/> accessed 26 December 2017

# Medical Conditions

- Anaphylaxis Australia. *What is anaphylaxis?* <https://www.allergyfacts.org.au/allergy-anaphylaxis/what-is-anaphylaxis> accessed 26 December 2017
- Asthma Australia – <https://www.asthmaaustralia.org.au/> accessed 26 December 2017
- Asthma Australia. (2017). *Resources*. <https://www.asthmaaustralia.org.au/qld/about-asthma/resources> accessed 26 December 2017
- Asthma Australia. *Asthma care plan for education and care services*. <https://assets.nationalasthma.org.au/resources/341-Asthma-Aus-Asthma-Care-Plan-for-education-and-care-services.pdf> accessed 26 December 2017
- Australian Society for Clinical Immunology and Allergy (ASCIA) – <http://www.allergy.org.au/> accessed 26 December 2017
- Diabetes Australia. (2017). *Request a Resource*. <https://www.diabetesaustralia.com.au/request-a-resource> accessed 26 December 2017
- Diabetes NSW & ACT– <http://diabetesnsw.com.au/> accessed 26 December 2017

## Policy review

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The Service encourages staff and parents to be involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

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Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	2 May 2018	Rebecca Evans	Updated to support SWISH procedures	2 May 2019