

Yarm Gwanga Medical Conditions Guidelines

Section 1 - Overview

(1) This Guideline acknowledges that where a child attending Yarm Gwanga has a diagnosed health care need, allergy or relevant medical condition, additional requirements will need to be fulfilled to ensure that the child's safety, health and wellbeing is protected.

(2) For the purposes of clause [168 \(2\) \(d\) of the Education and Care Services National Regulations](#), this Guideline is considered to be the policy and procedure.

(3) These Guidelines satisfy the following [National Quality Standards](#):

a. Quality Area 2 Children's Health and Safety

i. Standard 2.1.1 Each child's health is promoted.

- Element 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

ii. Standard 2.2 Each child is protected.

- Element 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and any hazard.

b. Quality Area 7 Governance and Leadership

i. Standard 7.1 Governance

- Element 7.1.2 Systems are in place to manage risk and enable effective management and operation of a quality service

Section 2 - Scope

(4) This Guideline applies to all UNE Representatives, children and families, and all visitors to the Yarm Gwanga Services.

(5) This Guideline only applies where a medical practitioner has diagnosed a health care need, allergy or relevant medical condition.

Section 3 - Guideline

(6) The education and care program delivered to all children being educated and cared for at Yarm Gwanga will be designed to take into account the individual differences of each child. All aspects of the service's operation will be considered in relation to each child's inclusion in the program, to ensure that their safety, health and wellbeing is protected at all times. Yarm Gwanga is a nut-free environment, and will change the food products used in craft, science experiments and cooking experiences to allow children with allergies to participate.

(7) Yarm Gwanga will ensure that:

- a. Once an enrolment record has been completed, it will be reviewed to identify whether the child has a diagnosed health care need, allergy or relevant medical condition;
- b. Where a child is identified with a diagnosed health care need, allergy or relevant medical condition Yarm Gwanga will request a copy of the Medical Management Plan from the child's parent/carer, to prepare a Risk Minimisation Plan in conjunction with the parent of the child;
- c. When a child has been diagnosed with a health care need, allergy or relevant medical condition, the child will not be allowed to commence at Yarm Gwanga until a Risk Minimisation Plan has been prepared for them. The Plan will be stored on the child's file;
- d. All Educators follow a child's Risk Minimisation Plan. In the event of an incident related to a child's specific medical condition, the child's Medical Management Plan;
- e. Staff will regularly communicate with an enrolled child's parent/carer to determine whether the child may have developed any diagnosed health care need, allergy or relevant medical condition since enrolment. Upon diagnosis, clause 7b of this Guideline will need to be complied with;
- f. Staff maintain confidentiality of personal information in accordance with the UNE [Privacy Management Rule](#);
- g. A copy of this Guideline is provided to the parent/carer of a child who is enrolled at the Service, and who has a diagnosed health care need, allergy or relevant medical condition. This Guideline is available through the Yarm Gwanga website (<http://yarmgwangachildcare.com.au/>);
- h. A child with a diagnosed health care need, allergy or relevant medical condition will not be able to attend the service if they do not have the relevant prescribed medication (for example an adrenaline auto-injection device, insulin injection device or asthma inhaler);
- i. Each child's medication is routinely reviewed to ensure it has not expired;
- j. That a Communication Plan is prepared and provided to all educators, staff members, families and visitors;
- k. That at least one educator attending the service:
 - i. Holds a current approved first aid qualification;
 - ii. Has undertaken current approved anaphylaxis management training; and
 - iii. Has undertaken current approved emergency asthma management training.

(8) Families will:

- a. Advise Yarm Gwanga on their child's enrolment form if their child has any of the following conditions:
 - i. Asthma;
 - ii. Diabetes;
 - iii. Allergies;
 - iv. Anaphylaxis; or
 - v. Any other specific medical condition/s.
- b. Provide detailed information about their child's diagnosed health care need, allergy or relevant medical condition on the Yarm Gwanga enrolment form;
- c. Update the service on any new or ceased prescribed medication, and/or any changes to their child's prescribed medication, or changes to the diagnosed health care need, allergy or relevant medical condition;
- d. Provide the Yarm Gwanga Nominated Supervisor with a copy of their child's Medical Management Plan, and any amendments made from time to time to that plan; and
- e. Ensure that their child's required medication is provided to Yarm Gwanga and that it has not passed its expiry date.

Risk Minimisation Plan

(9) Using a child's Medical Management Plan and in consultation with the child's family, the service will develop a Risk

Minimisation Plan appropriate to their diagnosed health care need, allergy or medical condition.

(10) The Risk Minimisation Plan will be reviewed upon any change to the Medical Management Plan.

(11) Any allergens that may be present at the service will be communicated to parents and addressed through the Risk Minimisation Plan.

The Communication Plan

(12) Yarm Gwanga will ensure that all educators, staff members, families and visitors are made aware of the way any diagnosed health care needs, allergies or medical conditions of children attending the service are managed. This involves:

- a. Sharing any information relating to a child's medical condition with the Nominated Supervisor, Educators, visitors and any other staff member at Yarm Gwanga - so that all educators are able to easily identify a child with a medical condition. This may occur through:
 - i. Staff meetings;
 - ii. Informal discussions; and
 - iii. Inductions to the service.
- b. Displaying the child's Medical Management Plan and Risk Minimisation Plan in the following areas:
 - i. The child's room;
 - ii. The staffroom; and
 - iii. The office.
- c. Advising the Nominated Supervisor, Educators, visitors and any other staff member of the location and storage requirements of the child's medication. All Educators must be able to locate a child's medication easily.

(13) Yarm Gwanga also provides general information for Educators, staff members' families and visitors on certain medical conditions:

- a. Anaphylaxis Management
 - i. Anaphylaxis is a severe allergic reaction to a substance that is life threatening. While prior exposure to allergens is needed for the development of anaphylaxis, severe allergic reactions can occur when no documented history exists. Further information and advice can be sourced from Allergy and Anaphylaxis Australia www.allergyfacts.org.au;
 - ii. Anaphylaxis can be caused by insect bites such as bees or wasps but is usually caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts, and with respect to children, eggs and cow's milk;
 - iii. Other common groups of substances that can trigger allergic reaction or anaphylaxis in susceptible children include:
 - All types of animals, insects, spiders and reptiles;
 - All drugs and medications, especially antibiotics and vaccines;
 - Many homeopathic, naturopathic and vitamin preparations;
 - Many species of plants, especially those with thorns and stings; and
 - Latex and rubber products, Band-Aids, Elastoplast and products containing rubber based adhesives; and
 - iv. The Australasian Society of Clinical Immunology and Allergy Inc (ASCI) generic poster, Action Plan for Anaphylaxis (General) for use with EpiPen, will be displayed at the Service.
(<http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>)

b. Asthma Management

i. Asthma is a chronic lung disease that inflames the airways. Triggers for an asthma attack include:

- Dust and pollution;
- Inhaled allergens;
- Changes in temperature and weather;
- Emotional changes including laughing and stress; and
- Activity and exercise.

ii. The Asthma Australia Asthma First Aid Poster will be displayed at the service.

(<http://www.asthmaaustralia.org.au/nsw/about-asthma/resources/first-aid>)

c. Diabetes Management

i. Diabetes is a chronic condition where the levels of glucose (sugar) in the blood are too high. Glucose levels are normally regulated by the hormone insulin. Further information and advice can be sources from Diabetes Australia. www.diabetesaustralia.com.au

ii. Adverse effects include hypoglycaemia (have a "hypo") which occurs when blood sugar levels are too low. Triggers that can cause a "hypo" include:

- A delayed or missed meal, or a meal with too little carbohydrate;
- Extra strenuous or unplanned physical activity;
- Too much insulin or medication for diabetes; and
- Vomiting

Self-Administration of Medication by Children

(14) Yarm Gwanga permits children over preschool age to self-administer medication providing the following conditions have been met:

- a. The self-administration of medication has been negotiated with and approved by the child's parents/carers and the nominated Responsible Person, and recorded on the child's Medication Form;
- b. The self-administration of the medication is in accordance with the child's Medical Management Plan;
- c. A qualified Educator is present to supervise the child during the self-administration of medication;
- d. The Service records all instances of supervised self-administration of medication; and
- e. Good hygiene practices are adhered to during self-administration of medication. The service will comply with hygiene practices detailed in the current edition of the National Health and Medical Research Council's (NHMRC) publication Staying Healthy: Preventing infectious diseases in early childhood education and care services. (<https://www.nhmrc.gov.au/guidelines-publications/ch55>)

Authority and Compliance

(15) The Guideline Administrator, Director UNE Life, makes these Guidelines.

(16) UNE Representatives must observe these Guidelines in relation to University matters.

(17) These Guidelines operate as and from the Effective Date.

(18) Previous Policies/Procedures/Guidelines relating to Yarm Gwanga medical conditions requirements are replaced and have no further operation from the Effective Date of this new Guideline.

Section 4 - Definitions

For the purposes of this Guideline the following definitions apply:

(19) Medical Management Plan (also known as an ASCIA Action Plan) - describes symptoms, causes and provides clear instructions to action a response and/or treatment for a specific medical condition. The Plan is prepared and signed by a medical practitioner. It includes:

- a. The child's name and photograph;
- b. Details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition;
- c. Any current medication prescribed for the child;
- d. The response required from the service in relation to the emergence of symptoms;
- e. Any medication required to be administered in an emergency;
- f. The response required if the child does not respond to initial treatment; and
- g. Information about when to call an ambulance for assistance.

(20) Risk Minimisation Plan - is a plan of strategies developed in consultation with Parents/Educators to reduce the risk of exposure to allergens or the mismanagement of a specific medical condition at the Service. The Plan is designed to ensure that:

- a. Risks relating to the child's diagnosed health care need, allergy or relevant medical condition are assessed and minimised;
- b. Practices and procedures are in place where relevant (including the safe handling, preparation, consumption and serving of food) to reduce the risk of exposure to an allergen;
- c. Parents are notified of any known allergens that pose a risk to their child, and strategies for minimising the risk are developed and implemented;
- d. All staff members and volunteers can identify the child, the child's Medical Management Plan and the location of the child's medication; and
- e. Practices and procedures are developed where relevant, to ensure that a child with identified allergens does not attend the service without medication to manage their condition (regulation 90(1)(c)(iii)).

(21) Visitor includes, but is not limited to, students on practical placements, volunteers, community members and persons conducting inspections/audits.

(22) Yarm Gwanga refers to both the Yarm Gwanga Preschool & Early Education Centre as well as Yarm Gwanga Vacation Care.

Status and Details

Status	Current
Effective Date	22nd November 2016
Review Date	22nd November 2019
Approval Authority	Director UNE Life
Approval Date	21st November 2016
Expiry Date	To Be Advised
Unit Head	Leah Cook Director UNE Residential System
Enquiries Contact	<div>Galia Urquhart OIC and Nominated Supervisor (Yarm Gwanga) 02 6773 3173</div> <hr/> <div>UNE Life +61 2 6773 2349</div>

Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.