

## Medical Conditions Policy

Kangaroo Island Community Education – Parndana Campus Preschool

## Purpose

To provide clear procedures to manage and respond to the individual health and medical needs of all children, including those with asthma, diabetes, allergies (including anaphylaxis), and other diagnosed medical conditions, as required under ACECQA guidelines, the National Quality Standard (NQS), and the Education and Care Services National Regulations.

## Scope

This policy applies to all staff, children, families, and visitors at Kangaroo Island Community Education – Parndana Preschool.

## Policy Statement

We are committed to:

- Supporting children's health, safety, and wellbeing at all times.
- Meeting our legal obligations for managing medical conditions under the National Law and Regulations.
- Implementing medical management, risk minimisation, and communication plans for individual children as required by Regulation 90 and Regulation 168.
- Partnering with families, health professionals, and other agencies to ensure appropriate ongoing care.

## Guiding Principles

- Each child's medical condition is managed with dignity, confidentiality, and respect.
- All staff are trained and able to respond confidently to medical emergencies.
- Plans for managing medical conditions are fully documented, up to date, and accessible.
- Procedures are developed in accordance with ACECQA's guidelines and departmental procedures, including the Medication Management Procedure<sup>12</sup>.

# Strategies for Safely Managing Medical Conditions

## Documentation and Enrolment:

- On enrolment, families must disclose any medical condition and provide a current, relevant medical management plan, signed by an authorised medical practitioner.
- An individual risk minimisation plan and communication plan are established for every child with a diagnosed medical condition (Regulation 90).

## Planning and Communication:

- All medical documentation (plans, agreements, risk assessments) is stored securely and accessible to relevant staff at all times.
- Any changes to a child's condition are communicated by families as soon as possible and plans updated promptly.
- Staff review medical plans at least annually, and following any incident, or when advised by the family/medical practitioner.

## Medication Management:

- Medication is managed in accordance with the Department's Medication Management Procedure and National Regulations<sup>1</sup>.
- Families supply all required medication (in-date and labelled), with an authorisation form completed for each medication.
- Medication is stored securely and is easily accessible for use in an emergency.
- The first dose of any medication (other than emergency medication) should not be administered at the service.

## Training and Education:

- All staff undertake regular training relevant to children's medical conditions present in the service (e.g., asthma, anaphylaxis, diabetes).
- Staff are familiar with each child's medical management and risk minimisation plan.

## Minimising Risk:

- The service undertakes risk minimisation in accordance with ACECQA guidelines and the National Regulations (e.g., allergy-aware practices, supervision at meal times).
- Staff and children follow health support planning and hygiene practices to reduce risk for all children<sup>2</sup>.
- Emergency procedures are developed and practiced, including easy access to emergency contacts and medication.

# Responding to Medical Conditions and Incidents

- In an emergency (e.g., anaphylaxis/asthma attack), staff act immediately in accordance with the child's medical management plan, the Department's procedures, and as allowed under the National Regulations (e.g., can administer emergency medication without prior authorisation—Regulation 94).
- Families and emergency services are notified as soon as practicable following any medical incident.
- All incidents are documented, reviewed, and, if necessary, reported as per departmental policies and legislative requirements<sup>12</sup>.

## Prohibited Practices

The following are NOT permitted:

- The exclusion or discrimination of a child on the basis of a medical condition, unless required for health and safety (e.g., infectious disease, inadequate documentation).
- Administration of medication without appropriate documentation, labelling, or outside the procedures set out in the Medication Management Procedure.
- Undertaking medical procedures outside staff training, or without appropriate authorisation.

## Partnerships with Families

We work in partnership by:

- Providing access to the Medical Conditions Policy and procedures on enrolment and upon any updates.
- Regularly consulting with families about their child's medical needs, management plans, and any changes.
- Supporting families through clear communication practices and review processes.

## Review

This policy will be reviewed every three years, or sooner if required by changes in ACECQA guidance, departmental policy, legislation, or identified risk.

# Links to Resources

- [medication-management-procedure](#)
- [anaphylaxis-and-allergies-procedure](#)
- [oral eating and drinking in education and care procedure](#)