

## Managing Medical Conditions Procedure

*This procedure should be read in conjunction with the 'Medical Conditions and Medication Policy'.*

### Enrolling a Child with a Medical Condition

1. If a child with a specific health care need, allergy or relevant medical condition (as diagnosed by a Medical Practitioner and affects the care of the child while in care) is wanting to enrol at the service, the following will be completed and shared with relevant staff and volunteers:
  - a. Medical Management Plan
  - b. Risk Minimisation Plan
  - c. Communication Plan
2. The Medical Management Plan will be provided by the parent, completed by the child's Medical Practitioner in the form of either
  - a. an Action Plan (i.e. ASCIA Allergy, Anaphylaxis or Asthma Action Plans)
  - b. a Medical Management Plan form (provided by the Medical Practitioner or Greater West Childcare)
3. The Risk Minimisation Plan will be completed in consultation with the parent prior to the child attending the service.
4. Additionally, upon enrolment, the parent will be provided with the organisation's Medical Conditions and Medication Policy.

### Creating a Risk Minimisation and Communication Plan

1. A Risk Minimisation Plan will be prepared by the service in consultation with the child's parent, setting out means of managing and minimising risks relating to the child's specific medical condition.
2. The parent will be informed of the Communication Plan and how they can advise the service of any updates regarding the medical condition or Risk Minimisation Plan.
3. A copy of the completed Risk Minimisation Plan and Communication Plan will be provided to the parent.

### Updating a Medical Management or Risk Minimisation Plan

1. Updates to the Medical Management or Risk Minimisation Plan for the child's medical condition may be advised and documented in the Communication Plan.
2. Upon communication, the Centre Manager will ensure any updates are completed, actioned as required, and communicated to relevant staff members and volunteers.

#### PROCEDURE VERSION AND REVISION INFORMATION



**Authorised by** GENERAL MANAGER

**Current version** 2

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