

Medical Conditions and Medication Policy

Purpose

Greater West Childcare is committed to providing a safe environment for all children and endeavors to ensure that medical conditions & administration of medication are carefully monitored to minimise the risk to the health of a child.

1. Management of medical conditions

Management will ensure that every child enrolled at the service with a specific health care need, allergy or relevant medical condition has a:

- Medical management plan
- Risk minimisation plan
- Communication plan

Management will ensure that all staff and volunteers are informed about the procedures relating to the management of these conditions.

a. Medical management plan

The medical management plan will be provided by the parent, upon enrolment or when the need arises, and will be followed in the event of an incident. This may be provided in the form of a formal Action/Management Plan or a Medical Management Plan form (provided by Greater West Childcare) completed by a medical practitioner.

b. Risk minimisation plan

A risk minimisation plan will be developed in consultation with the parent, that assesses and sets out strategies that minimise the risks relating to the child's medical condition, including if relevant:

- the safe handling, preparation, consumption and service of food.
- how parents are notified of any known allergens that pose a risk to the child
- how staff members and volunteers identify the child, the child's medical management plan and the location of the child's medication
- ensuring that the child does not attend the service without the required medication
- any other matter as determined relevant

c. Communication plan

A communication plan details how relevant staff members are informed with this policy, the medical management plan and risk minimisation plan for the child, and outlines how a parent can communicate any changes to these plans.

2. Administration of medication

Medication will only be administered when written authorisations have been given by a parent except for in an Anaphylaxis or Asthma emergency where authorisation isn't needed. In all other emergencies, verbal authorisation is required by either the parent, a person listed as authorised in the enrolment record, medical practitioner or emergency service.



- A medication administration record will be completed for each child whom medication is to be administered by the Centre and will include details as required by relevant legislation.
- Procedures regarding the correct administration of medication and record keeping will be developed and followed.

POLICY VERSION AND REVISION INFORMATION

Authorised by

CHAIRMAN (Board of Directors)

Original issue

November 2020

Current version

3

Last review

February 2024