OUTSIDE SCHOOL HOURS CARE
MEDICAL CONDITION PLAN POLICY

RATIONALE
To implement the best practice of risk minimisation strategies to ensure appropriate management of any student who is identified as being at risk of a medical condition. Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Our program is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at the program. Our program is also committed to ensuring our staff is equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times. OSHC key priority is to provide families with timely notification and appropriate information about medical conditions and the management of these conditions. OSHC key priority is to provide support and information to families about resources for the management of medical conditions.

AIMS
Patterson Lakes Primary School OSHC acknowledges that the dignity, safety and wellbeing of students is central to the schools teaching. We also recognise that we are responsible and accountable for ensuring the health, safety, privacy and welfare of students enrolled at our school.

Patterson Lakes Primary School OHSC aims to:
- Provide practical support for the parents/caregivers of students who require medication during school activities.
- Maximising the participation in school activities of students who require medication or special procedures for managing a health condition.
- Optimising the health, safety and wellbeing of students.

GUIDELINES
- Medical details are kept in accordance with the Privacy Act 1988.
- Medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis require parents to provide a medical management plan before commencement of care.
- Individual medical health plans are reviewed on a 6-monthly basis (to ensure relevance and accuracy) unless there is a change of condition.
- Risk minimization plans are developed in consultation with parents of a child to ensure that the risks relating to the child’s specific health care need, allergy or relevant medical condition are assessed and minimised. The practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.

PROCEDURES
The management team is responsible to ensure that
- Privacy issues are considered when placing information on notice boards.
- Individual medical health plans are designed and reviewed in conjunction with parents, educators and health professionals.
- Individual medical health plans are reviewed every six months unless a change in condition is communicated by the parent or the child’s medical practitioner.
- Staff follow the child’s medical management plan in the event of an incident relating to the child’s specific health care need, allergy or relevant medical condition.
- Staff members & volunteers MUST be informed about the practices to be followed in relation to medical conditions.
- Practices are developed and implemented to ensure educators can identify the child, the child’s medical management plan and the location of the child’s medication.
- Staff are encouraged to undertake asthma emergency management training. At least one educator at the service will be trained in asthma management.

Last Updated: October 2013
When a child enrolls at the service that has a specific health care need, allergy or other relevant medical condition the service must provide the parent with copy of the medical conditions policy.

Staff are required to sign the book put in the kitchen by the Coordinator, located on the marked shelf in the OSHC pantry, each session to indicate that they are aware of each child with a medical condition.

The parent has completed a medication record (as specified in the medication policy 8.1) if the child requires administration of medication.

Families are responsible to ensure that:

- The service is notified that their child has a medical condition including; asthma, diabetes, epilepsy, diagnosed as at risk of anaphylaxis or any other serious or life threatening medical condition.
- The service is provided with a medical management plan BEFORE commencement of care.
- The plan must include an up to date photo of their child.
- The plan must be signed and stamped by the treating doctor.
- The child keeps their medication at the service.

Relevant Policies:
- Medication Policy
- Privacy Policy
- Asthma Policy
- Diabetes Policy
- Anaphylaxis Policy

References:
- Education & Care Services National Regulations 2011 Regulation 90-91
- Education and Care Services National Law 2010- Section 173

EVALUATION
Guidelines are updated annually and/or as per DEECD recommendations.

CERTIFICATION
This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, October 2013.

Signed…………………………………………………...  Signed…………………………………………………
School Council President  Principal