

## **Serious Medical Condition - Risk Minimisation Planning Information for families and educators.**

### **Parent will:**

*It is the child's parent's or nominated guardian's responsibility to ensure full disclosure of medical conditions on the enrolment form and to Service Coordinator.*

For a child with a serious medical condition i.e. asthma, diabetes, allergy or anaphylaxis, the child's parent will,

- Be aware of *3Bridges Dealing with Medical Conditions and Medication Administration Policy*
- Provide a Medical Management Plan completed and signed by the child's doctor. Updated annually.
- Complete a Medication Authorisation.
- Discuss with Service Coordinator and sign a Risk Minimisation Plan – noting any triggers specific to your child.

Forms available at <http://www.afterschoolcare.org.au> or on request by emailing [childcare@3bridges.org.au](mailto:childcare@3bridges.org.au)

- Parents are required to submit in writing any changes to the Medical Management Plan and Risk Minimisation Plan for a child which can be sent by email to [childcare@3bridges.org.au](mailto:childcare@3bridges.org.au); or uploaded to your child's HubWorks enrolment record and handed to Service Coordinator.

### **Prescribed medication:**

The child's parent is responsible for

- providing prescribed medication
- replacing medication prior to expiry date
- Handing medication to Coordinator or Responsible Person - NOT leaving in a child's bag.
- Ensuring Medical Management Plan is within 12 months old.

For Vacation Care/ School Holiday Program

- Ensuring all services the child attends is provided with a Medical Management Plan and prescribed medication and signed Medication Authorisation e.g. Vacation Care at Penshurst and Narwee.

### **Note:**

*If any of these items are missing or out of date, your child will not be able to join the program. (Please note: It is a requirement under National Law and Regulations that children who have known medical conditions not be permitted to join a care program without these items being present and up to date. If your child does not have their prescribed medication, they will be unable to attend. Parents delivering children will be asked to return with the child and medication; children arriving from school will be taken to the office and parent called to collect.*

### **Management and Nominator Supervisor responsibilities:**

- Ensure copy of 3Bridges Children's Services Policies including Dealing with Medical Conditions and Medication Administration Policy at all Service sites.
- Have required forms available online at [www.afterschoolcare.org.au](http://www.afterschoolcare.org.au) Policies and Forms.
- Ensure at least one staff member is on duty at all times who has completed First Aid, Emergency Asthma Management training and Emergency Anaphylaxis Management Training; or HLTAID004 Provide an emergency first aid response in an education and care setting.
- Ensure that all children with Asthma/Diabetes/Allergy/Anaphylaxis have been provided with:



- A Medical Management Plan completed and signed by the child's doctor – within 12 months old.
  - A signed Medication Authorisation for prescribed medication within 12 months old.
  - Service Coordinator has completed and signed with the parent a Risk Minimisation Plan, noting any triggers specific to your child and relevant risk controls.
  - Prescribed in-date medication at all times in attendance at the service.
- Identify and minimise, where possible, Asthma/Diabetes/Allergy/Anaphylaxis triggers for children attending the service.
  - Ensure communication to all educators of location of MMPs, RMPs, Medication Authorisations, prescribed medication and first aid kits and first aid trained educators.
  - Ensure volunteers, students and families are aware that children at the service have allergies and what they are allergic to – place a sign at entry to communicate.
  - Ensure that children with Asthma/Diabetes/Allergy/Anaphylaxis are not discriminated against in any way.
  - Ensure children with Asthma/Diabetes/Allergy/Anaphylaxis can participate in all activities safely and to their fullest abilities.
  - Ensure all MMPs, RMPs, Authorisation forms and medication are up to date
  - Promptly communicate with parents any concerns regarding the management of children with Asthma/Diabetes/Allergy/Anaphylaxis attending the service; and
  - Where there is non-compliance, alert parent and take action to ensure that no child attends a service without the required plans, forms and medication.

### **Educator responsibilities**

- Ensure they are aware of the service's 'Dealing with Medical Conditions Policy' and 'Risk Minimisation Plan – Serious Medical Condition.
- Ensure that they can identify children in their care with Asthma/ Diabetes/ Allergy/ Anaphylaxis
- Ensure they are aware of the Medical Management Plans and Risk Minimisation Plans for children with Asthma/ Diabetes/ Allergy/ Anaphylaxis
- Ensure they are aware of where prescribed medication and First Aid kits are stored.
- Ensure they maintain current First Aid, Emergency Asthma Management training and Emergency Anaphylaxis Management training qualifications as role requires.
- Identify and minimise, where possible, Asthma/Diabetes/Allergy/Anaphylaxis triggers for children attending the service.
- Ensure children with Asthma/Diabetes/Allergy/Anaphylaxis are not discriminated against in any way.
- Ensure that children with Asthma/Diabetes/Allergy/Anaphylaxis can participate in activities safely and to their fullest abilities.

### **Dealing with a medical emergency**

- In the event that a medical condition is observed:
  - The first aid trained educator is to be notified immediately.
  - The first aid trained educator is to follow the child's individual medical management plan.
  - Parents will be contacted and notified of the incident.
  - An incident report will be written.
- If symptoms accelerate or become life threatening, an ambulance will be called. We will continue to provide first aid while waiting for the ambulance. We will contact parents again to notify them of the change to the child's condition and that an ambulance has been called.

**Any parents requiring clarification of this policy, or wishing to discuss their child's Medical Management Plan please ask to speak to the service's Nominated Supervisor or send an email to [childcare@3bridges.org.au](mailto:childcare@3bridges.org.au)**