



Ongoing Medical Conditions Policy

Policy Number	2.19	Version Number	V1
Endorsement Date	05/12/2024	Review Date	05/12/2025

Policy Statement

There is a great variety of Ongoing Medical Conditions children could suffer from. They range from fairly harmless to life threatening. Child Australia’s Services ensure each child’s individual condition is monitored to ensure the safety, well-being, and inclusion of every child. This helps to address health needs promptly, prevent emergencies, and create an environment where children can participate fully and thrive.

Some of the more common Ongoing Medical Conditions are:

- Diabetes
- Food Intolerances
- Celiac Disease
- Seizure Disorders
- Lupus
- Congenital Heart Disease

Rationale

Child Australia’s Services aim to ensure the safety and well-being of children, family members, visitors and educators who are at risk due to an ongoing medical condition:

- By ensuring all relevant information is collected and recorded
- By creating an Internal Action Plan collaboratively with the parents/guardians, if there is no official action plan for the child’s condition.
- By ensuring at least one staff member with current and approved First Aid training (HLTAID012 Provide First Aid in an Education and Care Setting) in attendance able respond appropriately.
- By educating children age and development appropriate about the importance of being aware of their symptoms and how to communicate should they experience these symptoms.



Responsibility

Approved Provider:

- The Approved Provider ensures that services have a policy for dealing with medical conditions in children, even if they have no children with this particular medical condition at the service.

Nominated Supervisor and Responsible Persons:

- The child's and their parent's/guardian's concerns are being taken seriously.
- Parents/guardians provide a diagnosis and if possible, a medical management plan for their child.
- Parents/guardians are involved in developing a risk-minimisation plan and communication plan with the service, which specifies how to communicate any changes in the child's condition.
- A copy of the Ongoing Medical Conditions Policy is available to all educators, volunteers, and families of the Service and reviewed on an annual basis.
- That the risks relating to the child's specific condition are assessed and minimised.
- If providing education and care for children over school age, that consent for self-administration of medication by children has been given in writing.
- All children with diagnosed medical conditions have a current risk minimisation plan, communication plan and medical action plan (official or an internal one) that is accessible to all staff containing information about managing these conditions.
- Staff and volunteers are informed about each child with an ongoing medical condition, are aware of any associated risks and read and be aware of all relevant policies and procedures.
- The child's Individual Risk Minimisation and Action Plan is being reviewed annually or when any changes in the child's condition have occurred.
- Serious incidents are being reported within 24 hours to Department of Communities, Education and Care Regulatory Unit (Western Australia) or Quality Education and Care NT, Department of Education (Northern Territory) to inform the Department for Communities Education and Care Regulatory Unit about the incident.

Staff:



- By talking to the child about the symptoms of their condition, they know how to describe these symptoms to an educator when they are having an acute occurrence of their symptoms.
- They are familiar with and follow all relevant policies and procedures.
- They are informed of any children diagnosed with an ongoing medical condition and the risks.
- That children's medication is at the service and within its use by date.
- They know where medication is stored.
- They follow all specific dietary requirements the child might have.
- To talk with older children about strategies to avoid any flare ups.
- To include information and discussions about relevant ongoing medical conditions in the programs they develop for the children.
- That the children's personal medication and action plans are taken on excursions or other offsite events, including emergency evacuations and drills.

Parents/Guardians:

- Provide all relevant information.
- Be involved in writing risk minimisation plan and if applicable, Internal Action Plan.
- Provide diagnosis and if possible, medical action/emergency plan signed by the child's medical practitioner.
- Ensure child's medication and spacer is at the service each time the child attends.

Procedures

Wherever possible, Child Australia's Services will minimise the risk for children with ongoing medical conditions by:

- Develop prior to enrolment, or as soon as a child is diagnosed with an ongoing medical condition, an Individual Health Care Plan in consultation with the child's parents/guardians.
- Ensuring the child's medication is at the service every time the child attends and that the medication is within its use by date.
- New staff or relief staff will be made aware of the children's ongoing medical conditions by being inducted into the process on how this is communicated and where it is stored.



- New staff or relief staff should not give children food or drinks unless they have verified with a team member familiar with all children. Ensuring the food/drink is safe for the child to consume.
- All children should only consume food and drinks that have been provided by and or were prepared at the service.
- Dialling 000 if the child does not respond to steps within their Individual Medical Management plan and assessed to need urgent medical attention.
- All children parents will be called to ensure their child is collected and given the opportunity to seek further medical attention following the enacting of a medical management plan.
- Staff will debrief after each ongoing medical conditions incident and the child's individual health care plan /action plan/internal action plan evaluated.
- Staff will critically reflect on the emergency that occurred, as well as the effectiveness of the procedures that were in place to learn from each incident.

Related Documents and Forms

Q2 Forms Child Health and Safety

Child Safe Policy

Ongoing Medical Conditions Policy

Medical Management Plan

Risk Assessment

Reference

Western Australia:

Education and Care Services National Law (WA) Act 2012. (2012). *Government of Western Australia*.

Available at: <https://www.legislation.wa.gov.au/> [Accessed 2 Dec. 2024].

Education and Care Services National Regulations (WA). (2012). *Government of Western Australia*. Available at: <https://www.legislation.wa.gov.au/> [Accessed 2 Dec. 2024].

Department of Health Western Australia. (n.d.). Notification of communicable diseases. *Government of Western Australia*. Available at: <https://ww2.health.wa.gov.au/> [Accessed 2 Dec. 2024].

Northern Territory:

Education and Care Services National Law (NT) Act 2011. (2011). *Northern Territory Government*.

<https://legislation.nt.gov.au/>

Education and Care Services National Regulations (NT). (2011). *Northern Territory Government*.

<https://legislation.nt.gov.au/>

Department of Health Northern Territory. (n.d.). Notifiable diseases and public health requirements. *Northern Territory Government*. <https://health.nt.gov.au/>

References for both WA and NT:

Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plans (2023)

[Allergy Australia](#)

[Child Australia Policies | Ongoing Medical Conditions Policy](#)[Ongoing Medical Conditions Policy](#)



National Diabetes Services Scheme (NDSS) - Guidelines for Schools and Early Learning Centres
Training and Certification: HLTAID012 - Provide First Aid in an Education and Care Setting (2021)

Anaphylaxis Management Training (specific to WA and NT 2023)

Accredited courses for anaphylaxis management in educational settings are typically updated in line with ASCIA and jurisdictional regulations. Updates are informed by recent ASCIA guidelines, last revised in [Allergy Australia](#)

Child Safe Standards (2019)

National Principles for Child Safe Organisations (2019)

National Quality Standard (NQS) - Quality Area 2: Health and Safety (2012)

Food Standards Australia New Zealand (FSANZ) - Managing Food Allergies and Intolerances in Educational Settings (2023)

FSANZ guidelines are continuously reviewed. The most relevant standards for educational

Education and Care Services National Regulations (2012) - Regulation 90 and Regulation 91

These regulations were established in **2012** and continue to govern medical conditions policies and communication plans in early childhood and care services.