

POLICY

Clarence Family Day Care is committed to ensuring that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.

PROCEDURE

- All parents of a child with a medical condition are required to provide a medical management plan for their child.
- A risk management plan will be developed in consultation between the educator and parents/caregivers and will be followed by the educator.
- A communication management plan will be developed in consultation between the educator and parents/caregivers and will be followed by both parties.
- The Nominated Supervisor and staff member will be made aware of this policy, details of every child at the service who has a medical condition, including the child's medical management plan and the location of the child's medication.
- Copies of a child's medical management plan are kept at the educator's place of business and at the coordination unit office.
- The medical management plan will be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition
- Parents/Guardians are to supply a new medical management plan every twelve months (or whenever the conditions/treatment changes).
- Medical Management plans are to be signed by a medical practitioner.
- Medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition must be brought with the child on every day the child attends care.
- Any changes to a medical management plan and/or risk management plan must be communicated in writing as soon as the change occurs.
- Coordinators will check medical management plans regularly at the educator's place of business.
- Children over preschool age can self-administer medication as determined by the medical management plan if the parent or guardian gives permission.
- The educator will record the administration of medication in the medication record and will note if the child has self-administered the medication.

REFERENCE

- Education and Care Services National Law Act
- Education and Care Services National Regulations
- National Quality Standard