St Nicholas - Medical Conditions Procedure

Section 1 - Purpose

(1) St Nicholas is committed to providing children with an environment that promotes their health, safety, and wellbeing. St Nicholas will work in partnership with families to facilitate effective care and health management of children with medical conditions while in the service. This may include the administration of medication, performing health care procedures and developing a plan to support the needs of the child.

(2) Children are supported to feel physically and emotionally well, and safe in their environment, knowing their wellbeing and health care needs are being met.

(3) The Education and Care Services National Regulations (2011) require approved providers to ensure their services have policies and procedure in place to effectively manage medical conditions in children.

Section 2 - Scope

(4) This procedure applies to all St Nicholas employees who educate and care for children at Early Education and OOSH services and the parent/carers of children who attend St Nicholas services.

Section 3 - Responsibility

ROLE	RESPONSIBILITIES
St Nicholas Approved Provider	• Ensure that the obligations under the Children (Education and Care Services National Law Application) Act 2010 (NSW) and Education and Care Services National Regulations (2011) are met. • Take reasonable steps to ensure that the St Nicholas Nominated Supervisor, St Nicholas employee and visitors follow the policy and procedures.

ROLE	RESPONSIBILITIES
St Nicholas Nominated Supervisor/St Nicholas Responsible Person	• Ensure parent/carers of children who have a specific medical condition are aware of the St Nicholas Medical Conditions procedure. • Provide each parent/carer with a copy of the St Nicholas Medical Conditions Procedure as it relates to the child's specific medical condition and the Medical Risk Minimisation Plan (Regulation 90). • Discuss and document a Medical Risk Minimisation Plan in consultation with the parent/carer and where possible, the child's primary educator that contains a communication plan, to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised. • Ensure all St Nicholas team members are informed of the child's medical condition and the location of the Medical Risk Minimisation Plan as soon as possible. • Update the Medical Risk Minimisation Plan as communicated by parent/carer. • Ensure educators are adequately trained and or experienced in the diagnosed medical condition, to cater to the needs of the child. • Complete and/or maintain currency with Anaphylaxis and Asthma Management training and engage in regular practice sessions with training apparatus. • Ensure all relevant paperwork has been collected and developed prior to the commencement of the child's enrolment, or, for a child currently enrolled prior to their next day of attendance at the service. • Store all records pertaining to the child's medical condition appropriately, in accordance with the Privacy Policy and Information Management Policy. • Require the Medical Action Plan to be followed in the event of an incident relating to the child's specific health care need, allergy, or relevant medical condition (Regulation 90 (c) (ii)). • Conduct the Monthly Medical Audit to ensure all medication, plans and forms are current, to ensure compliance. • When medication, forms or plans are noted during the audit to be expiring in the following month, email the parent/carer to communicate the requirement for this to be updated and that the child will not be able to attend care after the expiry date if this is not rectified. • Report any incident, injury, trauma or illness in accordance with the St Nicholas Incident, Injury, Trauma and Illness procedure.
St Nicholas Team Members	• Follow the Medical Action Plan in the event of an incident relating to the child's specific health care need, allergy, or relevant medical condition (Regulation 90 (c) (ii)). • Read and sign the Medical Risk Minimisation Plan for any children in your direct care to ensure the child's specific medical condition and required actions are known and understood before the child commences care. • Record information pertaining the child's medical condition, as required. • Ensure that no child with a diagnosed medical condition attends the service without their treatment plan and/or medication. • Ensure children with written consent to administer their own medication are supervised (only applicable in OOSH services). • Ensure casual or non-permanent St Nicholas employee are informed of any children in their care with medical conditions. • Inform all educators working in the room of the child's medical condition, and the location of the Medical Risk Minimisation Plan. • Engage in specialised training, as required, to support specific medical conditions of children. • Refer to the St Nicholas Administration of Medication procedure, as required.
Parents/Carers	• Record relevant medical information as part of the enrolment process. • Provide all relevant paperwork prior to the commencement of the child's enrolment, or for a child currently enrolled, prior to their next day of attendance at the service, including Medical Action Plan and the Medical Risk Minimisation Plan. • Meet with the St Nicholas Nominated Supervisor/St Nicholas Responsible Person, and where possible, the child's primary educator, to discuss and document a Medical Risk Minimisation Plan. • Ensure your child with a diagnosed medical condition does not attend the service without their treatment plan and/or medication. • Notify the St Nicholas Nominated Supervisor in writing of any changes to the child's health needs and the Medical Risk Minimisation Plan. • Provide a current Medical Action Plan from the child's medical practitioner (Regulation 90 (c) (i)). • Provide medication to service, and update medication prior to expiration date. • Respond to communication from St Nicholas team members for information on current condition, updated information, and required documentation. • Acknowledge some health conditions cannot be managed in the service, as team members may not be equipped with the skills or capacity to care for specific medical conditions.

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Section 4 - Procedure/Process

Asthma

(5) Every child who is known to have asthma must have a current Asthma Action Plan at the service, completed by a medical practitioner.

(6) Parent/carers are to be vigilant in their supply of appropriate medications and resources required for their child, according to the action plan. Their child will not be permitted to attend the service without these items.

(7) Asthma medication will be stored in an easily identifiable location that is not locked and is out of reach of children.

(8) St Nicholas educator are to ensure they adhere to our Administration of Medication Procedure and ensure a Medication Form is completed when administering asthma medication.

(9) School aged children attending OOSH services can self-administer their asthma medication with written permission from their parent/carer. A St Nicholas educator must then record this on the Medication Form.

(10) If a child is suffering an asthma attack or is suspected to be suffering an asthma attack the following will apply to all children (whether they are known to have asthma or not), educators are to administer first aid in accordance with either:

a. the child's Asthma Action Plan;
b. a doctor's instructions; or
c. the Asthma Action Plan for Emergencies.

(11) St Nicholas educator are required to familiarise themselves with:

a. the child's allergies/triggers;
b. the symptoms of an oncoming asthma attack;
c. the emergency treatment in the case of an asthma attack; and
d. how to administer medication in the form of inhalers, spacers, nebulisers.

(12) In the case of an asthma emergency, medication may be administered to a child without written parent/carer authorisation. If medication is administered the parent/carer of the child or the child's registered medical practitioner will be contacted as soon as possible and a Medication Form completed.

Allergies and Anaphylaxis

(13) Refer to the St Nicholas Dietary Requirements Procedure

(14) St Nicholas Early Education will minimise the risk of exposure to food which may trigger an allergic or anaphylactic reaction in susceptible children and adopts an allergy aware approach to preventing and managing anaphylaxis.

(15) Every child who is known to have an allergy or anaphylaxis must have the relevant, current Medical Action Plan at the service, completed by a medical practitioner.

(16) Parents/carers are to be vigilant in their supply of appropriate medications and resources required for their child according to the Medical Action Plan. Their child will not be permitted to attend the service without these items.

(17) Emergency allergy and anaphylaxis medication will be stored in an easily identifiable location that is not locked

and is out of reach of children.

(18) In cases where a child has a severe allergic reaction or any symptoms or signs of anaphylaxis, the educators should immediately apply first aid treatment according to:

a. the child's action plan;
b. a doctor's instructions;
c. an ambulance service's instructions; and
d. first aid in the event that a child is undiagnosed.

(19) Children and their parents/carers may not always be aware that they have a severe allergy. In the event a child presents with signs of a severe allergic reaction (difficult/noisy breathing, swelling of tongue, swelling/tightness in throat, wheeze or persistent cough, difficulty talking, persistent dizziness), the St Nicholas Nominated Supervisor or St Nicholas Responsible Person will administer a service EpiPen to the child. Parent/carer authorisation is not required for this to occur.

Diabetes

(20) Every child who is known to have diabetes must have a current Diabetes Care Plan at the service, completed by a medical practitioner. The Diabetes Care Plan must include all relevant information to ensure we are able to adequately care for the child.

(21) The St Nicholas Nominated Supervisor or Centre Cook is to ensure:

a. there are glucose foods or sweetened drinks readily available to treat hypoglycaemia (low blood glucose);
b. availability of meals, snacks and drinks that are appropriate for the child and are in accordance with the child's Diabetes Care Plan; and
c. at least one St Nicholas educator who has completed accredited training in emergency diabetes first aid must always be present when the child is in attendance.

(22) Insulin will only be administered by team members who have undertaken both the theory and practical components of diabetes training, and who hold a current first aid certificate.

(23) At least one St Nicholas educator trained to perform finger prick blood glucose or urinalysis monitoring and know what action to take if these are abnormal will be present whenever the child is in attendance.

(24) The parents/carers are to:

a. be vigilant in supplying medications and appropriate resources required for their child, according to their care plan. Their child will not be permitted to attend the service without these items;
b. be advised of the training requirements for St Nicholas team members prior to the child enrolling or returning to the service; and
c. be informed that it is not the responsibility of team members to administer glucagon in an emergency.

(25) In cases where a child with diabetes has a medical emergency, the St Nicholas educators should immediately apply diabetes first aid treatment according to:

a. the child's Diabetes Care Plan;
b. a doctor's instructions; and
c. an ambulance service's instructions.

Epilepsy

(26) If a child is known to suffer epilepsy has a seizure, apply their Medical Action Plan

(27) If a child not known to suffer epilepsy has a seizure, follow the instructions on the Epilepsy Action Australia First Aid for Seizures poster.

General Information and Other Medical Conditions

(28) The service will work in partnership with parents/carers as well as relevant health professionals to determine the level of individual care the child requires. Where possible, the service will support the individual needs of the child to enable the child to participate and access the service.

(29) If the service is assessed as being unable to provide a safe environment for quality care due to staffing requirements, educator capability and/or environmental concerns, and all available options have been considered, St Nicholas Early Education reserves the right to decline or cease the enrolment in the interests of the child's health, safety and wellbeing.

Section 5 - Legislative Requirements

Children (Education and Care Services) National Law 2010	**Section 167**	Offence relating to protection of children from harm and hazards
Education and Care Services National Regulations 2011	**Regulation 85**	Incident, injury, trauma and illness policies and procedures
	Regulation 86	Notification to parent of incident, injury, trauma, and illness
	Regulation 87	Incident, injury, trauma and illness record
	Regulation 89	First aid kits
	Regulation 90	Medical conditions policy
	Regulation 91	Medical conditions policy to be provided to parents
	Regulation 92	Medication record
	Regulation 93	Administration of medication
	Regulation 94	Exception to authorisation requirement – anaphylaxis or asthma emergency
	Regulation 95	Administration of medication
	Regulation 96	Self-administration of medication
	Regulation 136	First aid qualifications
	Regulation 162	Health information to be kept in enrolment record
	Regulation 168	Education and Care Services must have policies and procedures
	Regulation 170	Policies and procedures to be followed
	Regulation 171	Policies and procedures to be kept available
	Regulation 172	Notification of change to policies or procedures
	Regulation 173	Prescribed information to be displayed

National Quality Standards	**Standard 2.2**	Safety: Each child is protected
	Element 2.1.2	Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.
	Element 2.2.2	Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	Element 3.2.1	Inclusive environment: Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both build and natural environments.
	Element 4.1.1	Organisation of educators: The organisation of educators across the service supports children's learning and development
	Element 5.1.1	Positive educator to child interactions: Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
	Element 5.1.2	Dignity and the rights of the child: the dignity and rights of every child are maintained.
	Standard 6.1	Supportive relationships with families: Respectful relationships with families are developed and maintained and families are supported in their parenting role.
	Element 6.1.1	Engagement with the service: Families are supported from enrolment to be involved in the service and contribute to service decisions.
	Standard 6.2	Collaborative partnerships: Collaborative partnerships enhance children's inclusion, learning and wellbeing.
	Element 6.2.2	Access and participation: Effective partnerships support children's access, inclusion and participation in the program.
	Element 7.1.2	Management systems: systems are in place to manage risk and enable the effective management and operation of a quality service.

Section 6 - Document Review

(30) This procedure will be reviewed when there is a legislative change, organisational change, delegations change or at least every 3 years to ensure it continues to be current and effective.

Status and Details

Status	Current
Effective Date	29th April 2025
Review Date	29th April 2028
Approval Authority	Executive Director of St Nicholas
Approval Date	10th April 2025
Expiry Date	To Be Advised
Unit Head	Melissa Hill Director St Nicholas
Enquiries Contact	St Nicholas Quality Assurance

Glossary Terms and Definitions

"St Nicholas employee" - Any worker who is employed by St Nicholas Early Education including office and service-based roles. This incorporates all workers, including office-based and service-based roles who are employed by St Nicholas (excludes those employed in Shared Services).

"St Nicholas team member" - Any St Nicholas Employee who holds a role within a service. This incorporates all service level roles, including leadership, cooks, educators, SBATs and trainees.

"St Nicholas educator" - All service roles who hold (or are working towards) an approved education and care qualification, in Education and Care Services National Regulations (2011 SI 653) regulations 126A, 135 and 324, means— (a) an approved certificate III level education and care qualification; or (b) an approved diploma level education and care qualification; or (c) an approved early childhood teaching qualification.

"St Nicholas Nominated Supervisor" - The Nominated Supervisor has day-to-day responsibility for the service in accordance with the Education and Care Services National Regulations (2011 SI 653). In relation to an education and care service, means a person who: • is nominated by the approved provider of the service to be a nominated supervisor of that service; and • has provided written consent to that nomination Education and Care Services National Regulations (2011 SI 653). In St Nicholas Early Education services, the Nominated Supervisor holds the title of Centre Director.

"St Nicholas Responsible Person" - An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: • the approved provider or a person with management or control of the service; • a nominated supervisor of the service; or • a person placed in day-to-day charge of the service in accordance with the Education and Care Services National Regulations (2011 SI 653).

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