

Medical Conditions Policy

PURPOSE

Bateau Bay OOSH is committed to supporting the health and wellbeing of all children by managing specific medical conditions, allergies, or healthcare needs in accordance with the Education and Care Services National Regulations. This policy ensures the safety of children, staff, families, and visitors by adhering to individual medical management plans, risk minimisation strategies, and emergency procedures. The Service aims to respond efficiently to and manage medical conditions, healthcare needs, or allergies of children and staff, ensuring their safety and wellbeing at all times.

SCOPE

This policy applies to all children, families, staff, management, and visitors at the OSHC Service.

Duty of Care

The Service has a legal responsibility to take reasonable steps to ensure the health needs of children are met. This includes providing a safe environment free from foreseeable harm and ensuring children are supervised adequately at all times. The OSHC Service recognises that children with diagnosed healthcare needs, allergies, or relevant medical conditions require specific procedures and strategies to be implemented prior to enrolment to ensure their individual health, safety, and inclusion within the program.

Enrolment and Identification of Medical Conditions

Bateau Bay OOSH ensures that all enrolment forms are carefully reviewed to identify any specific healthcare needs, allergies, or relevant medical conditions. Families are contacted to confirm whether existing diagnosed conditions remain relevant or if any new needs have been diagnosed. Children are not enrolled or permitted to attend the Service without a completed Medical Management Plan and prescribed medication from a medical practitioner, particularly for life-threatening conditions such as asthma, anaphylaxis, or diabetes.

Staff Knowledge and Training

All educators, staff, and volunteers have access to this policy and related health management procedures. They are provided with clear guidance on children's individual medical needs and receive structured induction and ongoing training to respond effectively to medical conditions. Staff understand the importance of adhering to Medical Management Plans and Risk Minimisation Plans, and their roles and responsibilities in managing these needs are clearly defined. At least one staff member or the Nominated Supervisor with current first aid, emergency asthma, and emergency anaphylaxis management qualifications is present at all times.

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Communication and Collaboration with Families

Bateau Bay OOSH maintains ongoing communication with families regarding their child's medical needs. Communication plans are developed in consultation with parents or guardians and the Nominated Supervisor to ensure relevant staff members are informed about the child's medical management and risk minimisation plans. Families are encouraged to provide updated information, and the Service facilitates secure and confidential sharing of medical details. Daily communication between educators and parents ensures any changes or updates to the child's health or risk minimisation plan are communicated promptly.

Risk Minimisation

A Risk Minimisation Plan is developed in collaboration with the child's parents or guardians following enrolment or notification of a medical condition. The plan addresses strategies to assess and minimise risks associated with the child's specific medical needs, including the safe handling, preparation, and consumption of food. Staff and volunteers are trained to identify the child, know the location of their medication, and implement strategies to manage potential emergencies. Risk Minimisation Plans are reviewed annually and whenever updates are made to the Medical Management Plan to ensure ongoing safety and inclusion of the child.

Administration of Medication

All administration of medication procedures comply with regulations and are accurately recorded. Medication is stored safely and administered according to the child's Medical Management Plan. Children over preschool age may self-administer medication under parental written authorisation and under staff supervision, with accurate records maintained of each administration. Families provide adequate supplies of medication and ensure all authorisations are in place prior to enrolment or commencement of medication use at the Service.

Emergency Response

In the event of a medical emergency related to a diagnosed condition, educators follow the child's Medical Management Plan. Immediate first aid is provided, and urgent medical attention is sought from a registered medical practitioner if required. If the child does not respond to initial treatment, an ambulance is called, and the Nominated Supervisor contacts the child's parent or guardian as soon as practicable. All incidents are recorded in the Incident, Injury, Trauma and Illness Record, and the regulatory authority is notified within 24 hours of any serious incident.

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Display and Confidentiality of Medical Information

Upon completing induction, each member confirms understanding of their duty to act in good faith, exercise care and diligence, avoid conflicts of interest, and not misuse their position or information for personal gain.

Responsibilities of Committee Members

Copies of Medical Management Plans are displayed in secure areas accessible only to staff, maintaining both child safety and privacy. Educators are immediately informed of any changes to a child's medical condition or plan. Notices regarding children diagnosed at risk of anaphylaxis are displayed at the main entrance of the Service, providing details of allergens in accordance with regulation requirements. Families are provided with access to relevant policies and procedures related to their child's health management and are reminded yearly to update medical and action plans via the OWNA system.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the management of medical conditions, allergies and healthcare needs.

This means that all practices relating to medical conditions must prioritise the child's health, safety and wellbeing above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable steps to ensure that each child's individual medical management plan, risk minimisation strategies and communication plans are followed at all times to reduce the risk of harm.

The Service will ensure that children with medical conditions are supported in a safe, inclusive and responsive environment. Educators will remain vigilant in monitoring children's health needs, respond promptly to any signs of illness or medical emergency, and implement appropriate procedures in accordance with medical advice and regulatory requirements. Immediate action will be taken where required, including administering first aid, following medical management plans and seeking emergency assistance without delay.

All practices relating to medical conditions must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.

Review

This policy is reviewed annually or earlier if required due to changes in regulations, service procedures, or identified needs. The review process involves consultation with educators, management, and families to ensure the policy remains current, practical, and compliant with the Education and Care Services National Regulations and the National Quality Standard. Updates may include changes to communication processes, staff training, and risk management practices to reflect best practice in managing children's medical conditions.



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Review

Date:	Changes:	Reviewed by:
26/11/2021	New policy (All updated)	Charmayne Nathan
04/07/2024	Communication plans were updated on OWNA and will be reminded yearly for parents to complete by	Charmayne Nathan
17/09/2025	Policy was updated and condensed information	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan