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## 1. Summary

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- 1.1 This policy sets out the obligations of Early Learning Centres (ELC) and School Age Care (SAC) services operating under the [Education and Care Services National Law](#) (the National Law (s)) and the [Education and Care Services National Regulations](#) (the Regulations (r)) in respect to the management of medical conditions and the administration of medications. The policy also sets out the Catholic Education Archdiocese of Canberra and Goulburn, (CECG) expectations of its ELCs and SACs in respect to responsibility and management of medical conditions.

## 2. Medical Conditions and Administration of Medicine

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- 2.1 The National Regulations require education and care services to have a medical conditions policy ([r90](#)) that sets out practices in relation to:
- The management of medical conditions diagnosed by a registered medical practitioner including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.
  - Informing the nominated supervisor, staff members and volunteers of practices in relation to managing those medical conditions.
  - A communications plan that provides information about how the service will ensure that staff members and volunteers are aware of how the service manages any diagnosed health care needs, allergies or medical conditions of children at the education and care service; and how parents can communicate any changes to the service.
  - The practices in relation to self-administration of medication by children over preschool age if the service permits self-administration and any practices relating to recording in the medication records where medication has been self-administered.
  - A child enrolled at the service who has a diagnosed health care need, allergy or relevant medical condition, to have a medical management plan, a risk minimisation plan and a communication plan.
- 2.2 This policy applies at any time that a child with a diagnosed health care need, allergy or relevant medical condition is being educated and cared for by an education and care service, including during excursions. Preparations for high-risk scenarios, including establishing clear decision-making processes for calling an ambulance, should be addressed in the medical conditions policy.
- 2.3 The medical conditions policy must be followed ([r170](#)) and be readily accessible and available for inspection at all times the service is educating and caring for children or on request ([r171](#)). A copy of the medical conditions policy must be provided to the parent of a child enrolled at the service who has a diagnosed health care need, allergy or relevant medical condition ([r91](#)).

## 3. Medical Management Plans

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- 3.1 An [ELC and SAC Medical Management Plan](#) and [Medical Conditions Risk Assessment and Minimisation Plan](#) must be prepared for every enrolled child who has a diagnosed health care need, allergy or relevant medical condition ([r90](#)). A registered medical practitioner should be consulted where appropriate in the diagnosis and management of a diagnosed health care need, allergy or relevant medical condition.

- 3.2 A parent of the child must provide a medical management plan for the child. This medical management plan must be followed in the event of an incident relating to the child's diagnosed health care need, allergy or relevant medical condition.
- 3.3 A child's registered medical practitioner must be consulted by parents/carers in the development of the medical management plan and the advice from the medical practitioner documented in the medical management plan. The medical management plan should detail the following:
- details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition
  - any current medication prescribed for the child
  - the response required from the service in relation to the emergence of symptoms
  - any medication required to be administered in an emergency
  - the response required if the child does not respond to initial treatment
  - when to call an ambulance for assistance.
- 3.4 It is the responsibility of the Nominated Supervisor to review enrolment records to identify any medical conditions that a child may have that requires a medical management plan.
- 3.5 The Nominated Supervisor is responsible for collaborating with the child's family to establish the [ELC and SAC Medical Management Plan](#).
- 3.6 Where a child has not been diagnosed with a health care need, allergy or relevant medical condition ([r90](#)) including mental health conditions and ELC/SAC staff form the view there may be such a medical condition the Nominated Supervisor will encourage the parent/carer to discuss these concerns with their medical practitioner.

#### 4. Risk Minimisation Plan

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- 4.1 The Nominated Supervisor must ensure a [Medical Conditions Risk Assessment and Minimisation Plan](#) is developed in consultation with the parents/carers of a child who has a medical condition.
- 4.2 The Nominated Supervisor also must ensure:
- that the risks relating to the child's diagnosed health care need, allergy or relevant medical condition are assessed and mitigated
  - if relevant, that practices for safe handling, preparation, consumption and serving of food are developed and implemented
  - that the parents/carers are notified of any known allergens that pose a risk to a child and strategies for mitigating the risk are developed and implemented
  - that educators, staff and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented, and
  - if relevant, a child does not attend the service unless the child has their relevant medications at the service, if lack of medication would pose a significant risk.

## 5. Communications Plan

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- 5.1 The Nominated Supervisor must ensure the [ELC and SAC Medical Conditions Communication Plan](#) is developed and implemented and, if required, includes any additional details required for specific Medical Management Plans. The communications plan should include:
- how relevant staff members and volunteers will be informed about the medical conditions policy, risk assessments and mitigation plans
  - how a parent/carer of the child can communicate any changes to the medical management plan and risk minimisation plan for their child.

## 6. Administration of Medication

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- 6.1 If a child may require medicine to be administered while they are the service, parents/carers must complete a [ELC and SAC ELC and SAC Medication Authorisation](#). Services must ensure a [ELC and SAC Medication Record](#) is in place before administering medication ([r93](#)), except in exceptional circumstances such as an anaphylaxis or asthma emergency ([r94](#)).
- 6.2 The National Regulations prescribe procedures for the administration of medication ([r95](#)). The processes in this document are designed to comply with these prescribed requirements.

## 7. Medication Record

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- 7.1 The National Regulations require that a medication record be kept for each child that requires medication to be administered while attending an education and care service ([r92](#)).
- 7.2 The administration of medication must be recorded on the [ELC & SAC Medication Record](#) ensuring all sections are completed.

## 8. Administering Medication

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- 8.1 The Nominated Supervisor is responsible for ensuring medication is administered in accordance with the requirements of the National Regulations and ELC & SAC procedures.
- 8.2 Medications must be administered by ECT or Diploma qualified educators and may be checked by another educator.
- 8.3 Before medication is administered educators must check that all required information has been entered into the Medication Record and the person authorising it has the authority to do so.
- 8.4 Before administering medication, educators should check that the medication record reflects the instructions provided for its administration on the prescription label. If the instructions do not reflect the prescription label the person authorising the medication should be contacted and requirements clarified.
- 8.5 Persons administering medications must ensure that the dosage has been checked and the identity of the child the medication is being administered to prior to administration. The Medication Record is to be signed accordingly.

## 9. Self-Administration of Medication

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- 9.1 Under [r96](#), Nominated Supervisors may allow children over preschool age to self-administer medication. The [ELC & SAC Medication Authorisation](#) must identify whether the student is authorised to self-administer medication.
- 9.2 If self-medication is considered appropriate the same conditions apply to the authorisation and storage of the medication. Self-medication should be witnessed by an educator and the [ELC & SAC Medication Record](#) form completed.

## 10. Definitions

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- 10.1 **Regulation (r):** Education and Care Services National Regulations
- 10.2 **National Law (s):** Education and Care Services National Law Act.

## 11. Related Documents and Legislation

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### 11.1 Related CECG Documents:

- [ELC & SAC Medical Management Plan](#)
- [ELC and SAC Incident injury trauma and illness record](#)
- [Medical Conditions Risk Assessment and Minimisation Plan](#)
- [ELC & SAC Medical Conditions Communication Plan](#)
- [ELC & SAC Medication Authorisation](#)
- [ELC & SAC Medication Record](#)
- [ELC & SAC First Aid Incident Injury Trauma and Serious Illness Policy](#)

### 11.2 Related legislation or Standards

- [Education and Care Services National Law 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [National Quality Standard](#) (schedule to the Education and Care Services National Regulations)

## 12. Contact

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- 12.1 For support or further questions relating to this policy, contact the CECG General Manager, Early Learning Centres.