



MEDICAL CONDITIONS POLICY



Purpose

Insight Early Learning is committed to supporting the health, safety, and wellbeing of all children in our care. This policy outlines the procedures for managing medical conditions such as asthma, anaphylaxis, diabetes, epilepsy, and other diagnosed or chronic health conditions. It ensures that every service has clear processes for medical management, communication, and staff training in accordance with national legislation and best practice standards.

Scope

This policy applies to all children, families, educators, staff, volunteers, visitors, approved providers, and the nominated supervisor within all Insight Early Learning services.

Legislative Requirements

Education and Care National Law	
Regulations	Description
167	Protection from harm and hazards
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement - anaphylaxis/asthma
95	Administration of medication- authorisation
96	Self-administration of medication

Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children’s Health and Safety	
2.1.1	Wellbeing and comfort
2.1.2	Health practices and procedures
2.2.1	Supervision
2.2.2	Incident and emergency management
Quality Area 1 – Educational Program and Practice	
1.1.2	Child-centred practice

Implementation

Duty of Care Our service has a duty of care to provide a safe and inclusive environment for all children. We implement clear procedures to manage medical conditions effectively and in accordance with individual medical management plans and risk minimisation plans.

Enrolment and Notification Parents/guardians must inform the service of any diagnosed medical conditions at

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enrolment or as they arise. This includes asthma, anaphylaxis, diabetes, epilepsy, and any other diagnosed conditions.

Before a child’s commences care, the following documentation is required:

- A current medical action plan signed by a registered medical practitioner
- Relevant and in-date medication, clearly labelled with the child’s name and dosage instructions
- Recent photo of the child
- A completed Risk Minimisation and Communication Plan, developed in consultation with the family

Children cannot attend the service without the required documentation and in-date medication.

Display and Communication

- Action plans and risk minimisation plans are displayed in a staff-only area for quick reference.
- Consent from families is obtained prior to display.
- All educators are briefed on individual medical needs during induction and ongoing training

Confidentiality and Privacy All medical information is handled in line with the Privacy and Confidentiality Policy and the Privacy Act 1988. Documents are stored securely and accessed only by authorised personnel.

Risk Minimisation and Communication Plan

- Each plan is developed in collaboration with parents and outlines:
 - Known triggers and prevention strategies
 - First aid and medication requirements
 - Emergency contacts and response procedures
 - Food handling and allergen management strategies
 - How all staff, volunteers, and kitchen staff are informed of the child’s needs

Plans are reviewed regularly or whenever there is a change in a child’s condition.

Temporary Medical Conditions

Short-term or temporary medical conditions (e.g., recovery from illness or short-term medication) will be managed through a short-term medication plan. All authorisation and documentation requirements must still be met.

Medication Storage and Administration

- Medication is stored securely, clearly labelled, and accessible only to authorised staff.
- Administration follows the child’s action plan and is recorded in the medication register.
- Parents must complete a long-term medication form for prescribed medication.

Inclusive Practice

Insight Early Learning is committed to inclusion. Children with medical conditions will be supported to participate safely in all aspects of the program. Adjustments will be made as needed to support individual health needs and promote independence in line with their abilities and action plans.

Staff Training

All educators and staff:

- Complete induction and regular training in the management of medical conditions.
- Are familiar with individual medical action and risk minimisation plans.
- Understand their responsibilities in emergency situations.

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Changes to a Medical Condition

Families must immediately inform the service of any changes to a child's medical condition. Updated action and risk minimisation plans must be provided and implemented accordingly.

Medical Emergencies

In the event of a medical emergency:

- First aid is administered following the child's medical action plan.
- Emergency services are contacted if required.

- Parents/guardians are notified as soon as practical.
- An *Incident, Injury, Trauma and Illness Record* is completed.
- Serious incidents are reported to the Regulatory Authority within 24 hours.

Food Handling and Allergens

- Staff follow safe food handling and allergen management procedures.
- Allergy and anaphylaxis risk minimisation strategies are implemented in accordance with each child's plan.
- Parents are consulted to ensure safe alternatives are provided when necessary

Policy Distribution This policy is available on the service website, in the enrolment pack, and in hard copy upon request.

Review and Availability

This policy will be reviewed annually, or as needed following changes to legislation, service procedures, or following an incident related to a medical condition.

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