**Happy Little Butterfly**

**Early Learning Centre**

**Medical Conditions Policy**

**Aim**

The aim of **Happy Little Butterfly Early Learning Centre** is to effectively care for and manage children with Medical Conditions including asthma, diabetes, or a diagnosis that the child is at risk of anaphylaxis, in accordance with the Education and Care Services National Regulations.

**Legislative Requirements**

Education and Care Services National Regulation 2017

Education and Care Services National Law Act 2010

National Quality Standards 2018

**Who is affected by this policy?**

Educators

Staff

Families

Child

Management

**Implementation**

The management of medical conditions at **Happy Little Butterfly Early Learning Centre** is of the utmost importance to our Service. This policy requires certain parties to perform certain duties when it comes to medical conditions.

**Parent/Guardian Duties:**

If a child is enrolled at the Service who has a medical condition the parent/guardian needs to do the following:

1. Provide a medical management plan for their child
2. In consultation with the Service develop a risk minimisation plan:

* Ensuring risks are assessed and minimised
* Ensuring practices and procedures in relation to safe handling, preparation, consumption and service of food are developed and implemented.
* Ensuring practices and procedures to notify parent/guardian of any known allergens that pose a risk to the child, and developing and implementing strategies for minimising the risk.
* Developing practices and procedures to ensure that all Staff can identify the child, the child’s medical management plan and the location of the child’s medication.
* Developing practices and procedures to ensure that the child does not attend the Service without medication prescribed by the child’s medical practitioner.

1. In consultation with the Service develop a communications plan to ensure that:

* Staff members and volunteers are informed about the medical management plan and risk minimisation plan of the child.
* Any changes to the medical plan, risk minimisation plan and communication plan and how this is to occur.

**Approved Provider Duties:**

If a child is enrolled at the Service who has a medical condition, the Approved Provider needs to do the following:

1. Inform the Nominated Supervisor, Educators, Staff and volunteers of how to manage the medical condition.
2. Ensure all staff sign, that they have read the child’s medical management plan, risk minimisation plan, and communications plan
3. Develop a risk minimisation plan in consultation with the child’s parent/guardian
4. Develop a communications plan in consultation with the child’s parent/guardian

**The Approved Provider/Director/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

**Sources**

**Education and Care Services National Regulation 2017**

**Education and Care Services National Law Act 2010**

**Guide to the National Quality Standards**

**Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Originated: January 2020 Date for next review: January 2021**