



Dealing with Medical Conditions Policy

Children:

- A list of **children's allergies or health needs** is located on the white board in the kitchen.
- As stated as per the approved asthma and anaphylaxis course, children who are asthmatic or anaphylactic **are not** to remain on site unless they have authorised asthma medication or epipen/anapen. This must remain on site in a secure area in the kitchen at all times during a child's enrolment.
- Due to the safety of children, medication **is not** to be kept in children's bags. All medication must be stored securely in the kitchen. Please ensure all medicines, antibiotics, drops, asthma puffers, epipens/anapens, etc, are handed to staff for safe and secure keeping.
- In the event of a child becoming ill or injured whilst at the centre, staff will make every effort to ensure the child is comforted and made comfortable. The appropriate first aid will be applied as deemed necessary, (by a trained staff member), according to the injury or sickness. This will be recorded in the 'First Aid Log' located in the kitchen bench stating the following: Name of the child, Date and time of the treatment, Type of injury/illness, Treatment/action taken, Name signature of person giving treatment

A copy of this is given to the parent/caregiver, to be sighted, signed, and returned to staff when they collect their child.

- If no further medical assistance is needed then the child may return to play.
 - If non - emergency medical assistance is needed or the child needs to be taken home, for monitoring, a staff member will contact parents or caregivers of the child, to explain the situation and request that the child be collected.
 - * If these persons can not be contacted, then the designated emergency contact person on the child's enrolment form will be contacted.
 - * At no time will the child be left out of sight of a staff member.
- If no contact can be made with the child's family, and the staff have assessed the child's health is deteriorating and/or requiring professional medical treatment, they will request an ambulance to transport the child to the nearest hospital. That staff will continue trying to make contact with the child's family to inform them of the situation.*
- For children suffering an Asthma attack, allergic reaction, Epileptic episode, or any other medical condition acknowledged on their health forms completed by the enrolling person and/or a medical practitioner:
 - Follow child's health care plan, in the folder stated – Medical Information located in the folder next to the pin-up board (copies are also kept with the enrolment form.
 - * *If no contact can be made with the child's family, and the staff have*



assessed the child's health is deteriorating and/or requiring professional medical treatment, they will request an ambulance to transport them to the nearest hospital.

* Staff will continue trying to make contact with the child's family to inform them the situation

- For children suffering an Asthma attack, allergic reaction, epileptic episode, or any other medical condition **not** acknowledged, it will be treated as a first time occurrence as an emergency and an ambulance will be called.
- In the event of a child returning to the centre after an illness, (regardless of the length of time) staff will request that the child be fully recovered and rested thus ensuring the child's is not stressed or likely to infect others.
- Any child that needs medical assistance ON and OFF site from an injury while on site: The staff need to complete by hand and online using the IRMS ED 155. This needs to be signed by the director and WH&S representative - ASAP.
- If the Injury/ Sickness is severe, uncertain or the severity of the injury is unclear, then:
 - Seek medical advice/attention for injured/Sick child
 - Call an ambulance- a staff member will accompany the child to the hospital
 - Call parents/ caregivers or emergency contact to inform them

Staff / Volunteers:

- A list of staff **allergies or health needs** is located in the roll book folder in the main room underneath the white-board.
- Staff and volunteer medications must be stored securely in the locked lockers in the adult bathroom. Staff and volunteers must make other staff aware of their medication needs.
- In the event of a staff member becoming ill or injured whilst at the centre, the appropriate first aid will be applied as deemed necessary, (by a trained staff member), according to the injury or sickness. This will be recorded in the 'First Aid Log' located in the kitchen bench stating the following: Name of the staff member, Date and time of the treatment, Type of injury/illness, Treatment/action taken, Name signature of person giving treatment
 - If no further medical assistance is needed then the staff member may return to duties.
 - If non - emergency medical assistance is needed or the staff member needs to go home, for monitoring, a staff member will contact the staff member's emergency contact to come and collect them if they cannot take themselves home.
- For staff suffering an Asthma attack, allergic reaction, Epileptic episode, or any other medical condition acknowledged on their health forms completed by the



employee and/or a medical practitioner:

- Follow staff members' health care plan, in the folder stated – Medical Information located in the folder next to the pin-up board (copies are also kept with the employees records).

** If no contact can be made with the staff members' family, and the staff have assessed the employees health is deteriorating and/or requiring professional medical treatment, they will request an ambulance to transport them to the nearest hospital.*

** Staff will continue trying to make contact with the employees family to inform them the situation*

- For staff suffering an Asthma attack, allergic reaction, Epileptic episode, or any other medical condition **not** acknowledged, it will be treated as a first time occurrence as an emergency and an ambulance will be called.
- In the event of a staff member returning to the centre after an illness, (regardless of the length of time) staff will request that the employee be fully recovered and rested thus ensuring the child's is not stressed or likely to infect others.
- Any employee that needs medical assistance ON and OFF site from an injury while on site: The staff need to complete by hand and online using the IRMS ED 155. This needs to be signed by the director and WH&S representative - ASAP.
- If the Injury / Sickness is severe, uncertain or the severity of the injury is unclear, then:
 - Seek medical advice/attention for injured/Sick child
 - Call an ambulance
 - Call the employees emergency contact to inform them