



Medical Condition Management Policy

Purpose:	The purpose of this policy is help provide a safe and healthy environment at Peregrin Beach College by appropriately managing the medical condition/s of any child at the College	
Scope:	Children attending the College, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Authorised by:	Board Chair	Date of Authorisation: 28 Feb 2024
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 Version No.20, effective 22 November 2023 • Education and Care Services National Law (Queensland) Act 2011 Current from 1 March 2023 • Education and Care Services National Regulations 2011: Regulations 90, 91, 162, 168(2)(d), 170, 171, 172, 173, 181, 183, 184. Current as at 1 October 2023 • National Quality Standard: Quality Area 2.1.1 • Australian Privacy Principles • Anti-Discrimination Act 1991 (Qld) current from March 2023 to date • Australian Human Rights Commission Act 1986 (Cth) Compilation No.55, includes Act No.73, 2023, Registered 19 December 2023 • Disability Discrimination Act 1992 (Cth) Compilation No.38, includes Act No.74, 2023, Registered 24 October 2023 • Peregrin Beach College's Incident, Injury and Trauma Policy • Peregrin Beach College's First Aid Policy • Peregrin Beach College's Illness Policy • Peregrin Beach College's Infectious Disease Policy • Peregrin Beach College's Administration of Medications Policy • Peregrin Beach College's Managing Medical Conditions Policy • Peregrin Beach College's Work Health and Safety Policy • Peregrin Beach College's Privacy Policy • Peregrin Beach College's Record Retention 	
Review Date:	Every 2 years	Next Review Date: 28 Feb 2026
Policy Owner:	Peregrin Beach College	

Policy Statement

Peregian Beach College is committed to the health and safety of children attending the College. The College will provide appropriate support to ensure that children have access to a reasonable standard of care for their health needs whilst attending the College.

In accordance with the *Education and Care Colleges National Regulations 2011* and the state and federal anti-discrimination legislation, Peregian Beach College recognises that an education and care program must be delivered to all children that is designed to take into account the individual differences of each child. Peregian Beach College will provide a fair and safe education and care environment on the same basis, where all children have equal opportunities to realise their individual potential. All aspects of the College's operation will be considered in relation to each child's inclusion in the program and to ensure that their safety, health and wellbeing are protected at all times.

In accordance with the *Education and Care Colleges National Regulations 2011*, and taking into account the *Australian Privacy Principles*, the College will:

1. Require medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, to be managed in accordance with this Policy and Peregian Beach College's Medical Condition Management Policy;
2. Ensure that the following plans are developed for each medical condition diagnosed for each child at the College, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis:
 - a. a medical management plan; and
 - b. a risk management plan; and
 - c. a communication plan;
3. Ensure that parents provide any medication that the College may be required to administer to a child, in accordance with the child's medical management plan and Peregian Beach College's Administration of Medication Policy;
4. Ensure that all employees at the College are aware of and educated on the practices in relation to managing those medical conditions;
5. Ensure that a copy of this Policy is provided to the parent of a child enrolled at the College if the College is aware that the child has a specific health care need, allergy or other relevant medication condition; and
6. If applicable, ensure that a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the College is displayed and positioned so that it is clearly visible to anyone from the main entrance of the College premises.

Medical management plan requirements

For each medical condition diagnosed for each child at the College, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, Peregian Beach College requires:

1. A parent of the child to provide a medical management plan for the child;
2. The medical management plan to be prepared in consultation with the child's medical practitioner, with the advice from the medical practitioner documented in the plan; and

3. The medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

The plan should include the following:

1. Details of the specific health care need, allergy or relevant medical condition, including the severity of the condition;
2. Any current medication prescribed for the child;
3. The response required from the College in relation to the emergence of symptoms;
4. Any medication required to be administered in an emergency;
5. The response required if the child does not respond to initial treatment; and
6. When to call an ambulance for assistance.

Risk minimisation plan requirements

For each medical condition diagnosed for each child at the College, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, Peregian Beach College requires the development of a risk minimisation plan in consultation with the parents of the child, as follows:

1. To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised;
2. If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and College of food are developed and implemented;
3. If relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented;
4. To ensure that practices and procedures ensuring that all employees can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
5. If relevant, to ensure that practices and procedures ensuring that the child does not attend the College without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented, see Peregian Beach College's Administration of Medication Policy.

Communication plan requirements

For each medical condition diagnosed for each child at the College, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, Peregian Beach College requires the development of a communications plan in consultation with the parents of the child to ensure that:

1. Relevant employees are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child; and
2. A child's parent is aware of how and when to communicate any changes to the medical management plan and risk minimisation plan for the child.

Definitions

Definitions relevant to this policy include:

Communication plan: a plan that describes how parents and employees will be informed about risk minimisation plans and emergency procedures to be followed when a child who is diagnosed at risk of any medical condition is enrolled at the College

Diagnosed as at risk of anaphylaxis: in relation to a child, means a child who has been diagnosed by a registered medical practitioner as at risk of anaphylaxis

Medical condition: a condition that has been diagnosed by a registered medical practitioner. In accordance with *Education and Care Colleges National Regulations 2011*, the term medical condition specifically includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis

Medical management plan: a document that has been prepared and signed by a doctor that described the symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child

Registered medical practitioner: means a person registered under the *Health Practitioner Regulation National Law* to practise in the medical profession (other than as a student)

Risk minimisation: the implementation of a range of strategies to reduce the risk of an adverse effect from the mismanagement of a specific medication condition at the College

Risk minimisation plan: a plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by employees in consultation with the families of children with specific medical conditions that require medical management plans, upon enrolment or diagnosis of the condition

Responsibilities

Peregrin Beach College

Peregrin Beach College has the following role and responsibilities:

- Ensure that the commitments in this Policy Statement are adhered to, particularly with regard to ensuring that appropriate medical management, risk minimisation and communications plans are developed and appropriately implemented at the College;
- Update medical management, risk minimisation and communications plans whenever new medical information is provided by parents or the child's medical status changes, or at least annually;
- Ensure that all employees are aware of and educated on the practices in relation to the medical management, risk minimisation and communication plans;
- Ensure that an appropriate number of employees are trained in first aid, anaphylaxis management and emergency asthma management, in accordance with Peregrin Beach College's First Aid Policy;
- Review all enrolment applications to ensure that relevant children with medical conditions are identified, in line with Peregrin Beach College's Enrolment and Orientation Policy;
- Keep appropriate medical information on children's enrolment records, in line with Peregrin Beach College's Enrolment and Orientation Policy;

- Provide a copy of this Policy to a parent of a child enrolled at the College upon becoming aware that the child has a specific health care need, allergy or other relevant medication condition;
- If applicable, ensure that an appropriate notice regarding a child diagnosed at risk of anaphylaxis is displayed at the entrance to the College; and
- Implement inclusive planning and practice to take into account the individual differences of each child.

Employees

Employees of Peregian Beach College have the following role and responsibilities:

- Be aware of and act in accordance with Peregian Beach College's Medical Condition Management Policy and Procedure; and
- Act in accordance with children's medical management, risk minimisation and communication plans.

Families

Families of Peregian Beach College have the following role and responsibilities:

- Be aware of and act in accordance with Peregian Beach College's Medical Condition Management Policy and Procedure;
- Ensure that enrolment applications are accurately completed so that Peregian Beach College is informed of their child's medical condition;
- Provide Peregian Beach College with any updated information or changes to their child's medical condition as soon as reasonably practicable, or when requested by the College;
- Provide Peregian Beach College with any medication the College may be required to administer to the child, in accordance with the child's medical management plan and Peregian Beach College's Administration of Medication Policy
- Work with Peregian Beach College to develop medical management, risk minimisation and communication plans; and
- Act in accordance with their child's medical management, risk minimisation and communication plans.

Implementation

In practice, Peregian Beach College's commitment to managing medical conditions of children at the College means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of medical condition management, including the development and implementation of this Policy, the related Procedures and any medical condition management, risk management and communication plans;
- Training – provide employees with access to appropriate training in first aid, anaphylaxis management and emergency asthma management; and

- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on medical condition management within the College in line with the College’s Incident, Injury and Trauma, Illness, Administration of Medication, First Aid, Privacy and Record Retention Policies.

Compliance and Monitoring

In line with the *Education and Care College National Regulations 2011*, Peregian Beach College will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the College are notified at least 14 days before the College makes any change to a policy or procedure that may have a significant impact on the College’s provision of education and care to any child enrolled at the College or the family’s ability to utilise the College.