

## 2.3 Medical Conditions

### (Asthma, Anaphylaxis, Diabetes and other Medical Conditions)

**Applies to:** All Koorana staff working in Preschools, families attending Koorana Preschools and visitors.

**Purpose**

1. To facilitate the effective care and health management of children with asthma, allergies, anaphylaxis, diabetes and other medical conditions.
2. To provide an environment where a child with asthma, allergies, anaphylaxis, diabetes or other medical conditions is able to participate equally in all aspects of the program.
3. To minimise the risk of exposure of children identified with asthma, allergies & anaphylaxis to “known” allergens.
4. To ensure that staff are aware of medical management plans and treatments for children who may require emergency medication.

**Version: 1**

**Date approved: 20/4/2016**

**Next review date: 20/4/2018**

**Approved by: CEO**

**Policy context:** This policy relates to

Standards or other external requirements

National Quality Standards – Quality Area 2 – Standard 2.1, Elements 2.1.1 & 2.1.4 & Standard 2.3, Element 2.3.2

<http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf>

Legislation or other requirements

Children (Education and Care Services National Law Application) Act 2010

<http://www.legislation.nsw.gov.au/#/view/act/2010/104>

Education and Care Services National Regulations [Regulation 90; (2)(d) under Regulation 168]

<http://www.acecqa.gov.au/national-regulations>

Work Health and Safety Act 2011

<https://www.legislation.gov.au/Details/C2016C00887>

	Work Health and Safety Regulation 2011 <a href="http://www.legislation.nsw.gov.au/#/view/regulation/2011/674">http://www.legislation.nsw.gov.au/#/view/regulation/2011/674</a>
Contractual obligations	N/A
Resources	Guidelines for Children's Services 2007, NSW Health Australian Society of Clinical Immunology and Allergy <a href="https://www.allergy.org.au/">https://www.allergy.org.au/</a> Anaphylaxis Australia <a href="https://allergyfacts.org.au/">https://allergyfacts.org.au/</a> NSW Asthma Foundation <a href="https://www.asthmaaustralia.org.au/">https://www.asthmaaustralia.org.au/</a>

Documents related to this policy	
Related policies	2.1 Medication 2.2 Incident, Injury, Trauma, Illness, Fever, Minor Ailments and First Aid 2.4 Child Safe Environments 2.10 Nutrition, Food Safety and Dental Care 2.12 Management of Critical Incidents
Forms, record keeping or other organisational documents	When medical attention is required flowchart Procedure for administering Epipen to child with undiagnosed allergy Allergic Reaction Emergency Procedure Risk Minimisation & Communication Plan Preschool First Aid Checklist

## Definitions

*"Koorana" means Koorana Child and Family Services Incorporated.*

*"Parents" includes a legal guardian.*

*"Visitors" includes students, volunteers, visiting professionals, performers and contractors.*

*"Staff" is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. This may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool. "Anaphylaxis" is a severe allergic reaction that can be potentially life threatening.*

*An "allergy" is when someone has a reaction to something (an allergen) that is either ingested, inhaled, injected or has come in contact with the skin. The symptoms of an allergic reaction can range from mild and uncomfortable through to dangerous and life threatening.*

*"Asthma" means that children who suffer from this condition have sensitive airways in their lungs. When they are exposed to certain triggers their airways narrow, making it harder for them to breathe.*

## POLICY STATEMENT

Serious medical conditions including asthma, anaphylaxis, and diabetes need to be effectively managed to ensure that staff are able to adequately care for the needs of children. The management of such medical conditions needs to include the child, the parents, the staff and medical professionals. With effective management of medical conditions children will be able to participate in all aspects of quality care and education.

## PRACTICES

### Identifying children with medical conditions

- At time of enrolment parents will be asked to identify if their child has a medical condition, including the diagnosis of asthma, anaphylaxis, diabetes or other medical conditions on the enrolment form.
- Where the parent indicates a medical condition the parents will be required to work with the Preschool to develop a risk minimisation plan, communication plan, and an emergency treatment plan (to be developed by a medical professional). A Koorana Action Plan will be given to families for completion with their medical professional.
- Parents will be provided with a copy of the services Medical Conditions – Asthma, Anaphylaxis, Diabetes and other Medical Conditions policy.
- Children with medical conditions will not be excluded from Preschools. However, in some circumstances advice from a medical professional may be sought to determine if a child is well enough to attend Preschool.
- Parents are required to inform the Preschool of foods, food substances and any other allergens that children are to avoid.

- Where the details of known allergens change or there is a change in the medical condition parents will be required to notify these changes to the Preschool Leader as soon as practical, using methods identified in the risk management and communication plan.
- Where a child already enrolled in a service subsequently falls into this category then the parents will also be required to follow these procedures as detailed above.

### **Preschool expectations**

Parents need to be aware that whilst all care is taken to reduce a child's exposure to any Asthma triggers, allergens or potential allergens the Preschool cannot guarantee that exposure will not occur.

Whilst the Preschool will implement a range of specific procedures and risk minimization strategies to reduce the likelihood of common allergens within the Preschool, staff and parents need to be aware that it is not possible for the Preschool to remain totally allergen free considering the involvement of a large number of children, parents, staff and community members.

Parents are not allowed to provide food for their children that contains nuts and are to be mindful about providing food which "may contain traces of nuts".

### **Preschool risk minimisation and risk management**

The Preschool will:

1. Ensure the Administrator informs the Preschool Leader of children's allergies/medical conditions identified on enrolment form. The Preschool Leader in turn will inform other staff.
2. Display the emergency response posters regarding the treatment of Asthma and Anaphylaxis.
3. Display each affected child's Emergency Action Plan in a prominent area in the preschool.
4. Ensure that all staff are aware of any child enrolled in the Preschool who has been identified as having an allergy or has anaphylaxis, a diagnosis of Asthma, diabetes or any other medical condition. This will be communicated by the Preschool Leader.
5. Ensure that staff use appropriate hygiene practises.
6. Ensure that staff have received training in Anaphylaxis, including the administration of an EpiPen and emergency Asthma treatment.
7. Ensure that staff are able to identify signs of hypoglycaemia and hyperglycaemia should a child with this condition be enrolled. The Preschool Leader will liaise with the parent and where required the child's medical professional.
8. Where a child is enrolled with other medical conditions the Preschool will endeavour to have staff trained in any emergency response first aid that may be relevant and appropriate.
9. Ensure that all staff are aware of where any medication for the treatment of allergies are stored, e.g. EpiPen, asthma medication or other emergency medication.
10. Ensure that a child's medication or EpiPen is taken with the child should the child leave the Preschool for an excursion.
11. Ensure that there is signage to indicate where each child's medication is stored.
12. Implement the Emergency Action Plan in the event of a medical emergency.

13. Have an Emergency EpiPen and Emergency Asthma Kit available.
14. Regularly check the expiration date on any medication.
15. Teach and supervise children not to share food.
16. Children will wash their hands at designated times throughout the day and prior to and after meal times.
17. Staff will supervise meal times to reduce the risk of ingestion or cross-contamination of foods.

Parents of a child with known allergies or children with anaphylaxis, asthma, diabetes or other medical conditions will:

1. Inform the Preschool Leader on enrolment of the child's "known" medical condition.
2. Complete the Koorana Emergency Action Plan for the child in consultation with the child's Doctor and provide this to the Preschool Leader.
3. The parent will assist in the completion of a risk minimisation plan that will be conducted in consultation with the Preschool Leader to identify any perceived risk and determine strategies to reduce this risk.
4. Develop a communication plan with the Preschool Leader to determine the most appropriate means of communicating about the child's medical condition.
5. Give permission for the Preschool to display the Emergency Action plan, containing a picture of the child, and parental contact phone numbers, within the centre/home. Parents are to acknowledge that this will be visible to staff, other parents and community visitors within the Preschool.
6. Provide any medication, i.e. EpiPen, asthma relieving medication and spacer.
7. Inform the Preschool Leader of any changes to the status of the child's medical condition.

This is a legal requirement under the Education and Care Services National Regulation and parents are required to complete and update this as requested.

## **Procedure for administering Epipen to child with undiagnosed allergy**

### **Background:**

Children using education and care services may be exposed to food, animals, insects and other allergens for the first time.

Due to the fast and potentially life threatening nature of anaphylaxis, and the fast response that is needed Koorana has determined that all education and care services will have an Emergency Epipen available for use. This Epipen is to be administered only under the guidance of Emergency Response Personnel, e.g. 000 Operator, Paramedic etc.

**NOTE: This procedure does not apply to children who have already been diagnosed and have an action plan for the Emergency Management of Anaphylaxis.**

### **Storage:**

The Emergency Epipen is to be stored:

- In the emergency medication box with signage displaying where the pen is located as well as excursion bag.
- Away from direct sun light.
- DO NOT Store in fridge.

All staff are to be shown where this is.

Epipen to be listed in the Centres Chemical Register and Monthly First Aid Kit Audit sheets.

The Epipen will have a sticker on the box stating EMERGENCY PEN.

### **Training:**

All permanent Educators will receive approved training in the use of Epipen.

### **Practice:**

Where staff suspect that a child in care WHO DOES NOT HAVE A DIAGNOSED ALLERGY is experiencing an anaphylactic reaction THEY ARE TO FOLLOW THE STEPS BELOW.

### **FIRST RESPONSE**

1. One Educator remains with the child (move child away from potential allergen).
2. Other children to be moved away from the area and provided with reassurance.
3. One Educator is to contact 000 emergency services.
4. One Educator is to locate and collect the services **EMERGENCY EPIPEN**. **Do not use another child's medication.**
5. Tell the emergency services personnel the signs and symptoms, and conditions of the child.

6. Tell Emergency Services that you have an **EMERGENCY EPIPEN** available.
7. Where Emergency Services determine that the child is experiencing an anaphylactic reaction administer the EPIPEN under their instruction and based on your training.
8. Remain with the child monitoring condition until the ambulance arrives.

#### **SECOND RESPONSE**

1. Contact the child's parents.
2. Staff member to attend the hospital with the child taking enrolment details and dispensed EPIPEN.
3. Staff member to complete the Incident, injury, trauma and illness record as per Incident, Injury, Trauma, Illness and First Aid (including treatment of fever and minor ailments) policy 2.2.
4. Preschool Leader to organise for a replacement EpiPen to be purchased