MEDICAL CONDITIONS AND MEDICATIONS POLICY

<table>
<thead>
<tr>
<th>Document type</th>
<th>Centacare Child Care Services Policy</th>
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<tbody>
<tr>
<td><strong>Version</strong></td>
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<td><strong>Date approved</strong></td>
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<td><strong>Approved by</strong></td>
<td>Alana Crouch, Director CCCS</td>
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<td><strong>Policy Sponsor</strong></td>
<td>Child Care Services</td>
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<td><strong>Related policy</strong></td>
<td>Emergency Health Management Policy</td>
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| **Related legislation**| Education and Care Services National Law Act 2010  
                        | Education and Care Services National Regulations 2014  
                        | Australian Children’s Education & Care Quality Authority: National Quality Framework 2011  
                        | Health (Drugs and Poisons) Regulation 1996 |

**PURPOSE**
To provide a safe, healthy and inclusive environment by supporting the individual medical needs of children and minimising risk associated with the incorrect administration of medication.

**SCOPE**
This policy applies to all Centacare Child Care workers, volunteers and students.

This policy covers the following service types:
- Outside School Hours Care
- Family Day Care
- Long Day Care
- Kindergarten

**POLICY STATEMENT**
Centacare Child Care Services aims to safely include children with diagnosed medical conditions who may require medication and or an individual risk minimisation plan.

Any child who is diagnosed with but not limited to **asthma, type 1 diabetes, epilepsy or anaphylaxis** should have an individual risk minimisation plan.

Any child who is diagnosed as being at risk of requiring emergency health management/ treatment should have an individual risk minimisation plan.

Any child who requires the administration of health care procedures should have an individual risk minimisation plan.

The approved provider/family day care educator must ensure that a Medication Record is kept for all pharmacy medication administered.

Centacare Child Care Services recognises children over pre-school age may be deemed able to self administer asthma medication.

Workers are provided with relevant training by qualified medical trainers.
SUPPORTING DOCUMENTS
- Authorisation to Administration Medication Record Form
- Risk Minimisation Plan
- Risk Assessment Worksheet
- Risk Assessment Database
- Staying Healthy - 5th Edition

COMPLIANCE
Breaches of this policy could lead to the discipline of those found to be in breach which may eventuate in the termination of employment, suspension of a FDC educator and/or penalty under Education and Care Services National Law.

IMPLEMENTATION
- The Administration Support Coordinator will place this policy on the Archdiocesan Intranet (AI).
- The Administration Support Coordinator or Authorised Person will email all services to notify this policy has been reviewed/updated.
- Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS
Risk - A risk is the possibility that harm (death, injury, illness – including physical and psychological) may occur when exposed to hazards.

Worker - A worker is a person who carries out work in any capacity for a person conducting a business or undertaking. This includes work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, an apprentice, student or volunteer.