

DEALING WITH MEDICAL CONDITIONS POLICY

This policy is informed by:

- **CMS Student Welfare Policy 2015**
- CMS Health Policy (*reviewed 2016*)
- CMS First Aid Policy (*reviewed 2016*)
- CMS Allergy Awareness Policy 2016
- National Quality Framework:
National Law: Section 173; National Regulations: Regulations 90-91
www.acecqa.gov.au

Statement:

Canberra Montessori School (CMS) is committed to recognising the importance of providing a safe environment for students with specific medical and health care requirements through implementing and maintaining effective practices and a planned approach to managing these.

Rationale:

The dealing with medical conditions policy ensures staff are equipped with the knowledge and skills to manage situations to ensure students receive the highest level of care and to see to it their needs are considered at all times.

Practices and Procedures:

CMS must:

- Inform educators, staff, volunteers, children and families on the importance of adhering to the Dealing with Medical Conditions Policy to maintain a safe environment for all users, and communicate the shared responsibility between all involved in the operation of the school.
- Provide parents/carers with a copy of relevant policies should their child have a specific health care need, allergy or other relevant medical condition.
- Ensure sufficient staff members have adequate training and knowledge of allergens, anaphylaxis and emergency procedures to ensure a person with the required training and skills is in attendance at all times students are at school, including 'Excursions' and 'Going Out' experiences.
- Ensure parents/carers provide relevant action plans on enrolment or thereafter should the condition be known after commencement at CMS.
- Keep Medical Action Plans on file in classrooms and main office for all students presenting with medical conditions requiring clear instructions on action and treatment for the student's specific medical condition (and includes the name and photograph of the student)
- Display notices in the office and all classrooms if a student has been diagnosed as at risk of anaphylaxis.

Risk Minimisation Plans are required to be developed in consultation with the parents of a child
(National Regulation 90(c)(iii)):

- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- If relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.
- 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.
- To ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical action plan and the location of the child's medication are developed and implemented.
- If relevant, to ensure that practices and procedures ensuring that the child does not attend the service 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

CMS will maintain the review and development of communication strategies to ensure that:

- Relevant staff members and volunteers are informed about the Dealing with Medical Conditions policy and the Medical Action Plan and Risk Minimisation Plan for each child.
- A child's parent should communicate any changes to the medical management plan and Risk Minimisation Plan for the child, setting out how that communication is to occur.

Staff must:

- Minimise the risk of exposure to an allergen occurring while the identified student is in the care of the school.
- Provide, as far as practicable, a safe and healthy environment in which children identified as at risk of anaphylaxis can participate equally in all aspects of the curriculum.
- Ensure students do not swap or share food.
- Communicate any relevant information provide by parents/carers
- Actively involve the parents/carers of each identified student in assessing risks, developing risk minimisation strategies and management strategies for the child (strategies are discussed, summarised by the Director and identified to parents/carers as evidence for National Consistent Collection of Data (NCCD).

Parents and Carers must:

- Promptly notify CMS if they are aware their child has been diagnosed as being at risk of a severe allergic reaction.
- Promptly notify CMS if the health needs of their child change.
- Promptly notify the Director if their child has a severe allergic reaction while not at school, either at home or another location.
- Inform the Director of other health care needs, disability or learning or behaviour difficulties which may impact on the management of anaphylaxis.
- Assist in in the development of risk minimisation strategies for the school to support their child's health care needs.
- Provide medical management plans (Action Plan) completed and signed by the student's medical practitioner. A new plan should be completed by the doctor each time an adrenaline autoinjector is prescribed. It is important that parents provide the school with a copy of any **annually** updated plans.
- Provide the adrenaline autoinjector before it expires or after it has been used.

- Authorise CMS to administer prescribed medications where necessary. For example, some students are prescribed antihistamine or have other health conditions that require administration of prescribed medications.
- The Medication Administration Authority form is available at the office and requires a parent/carer signature. On completion of medication administration, a staff member signs the form accompanied by the signature of a staff witness.

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022