



Ongoing Medical Conditions Policy

Policy Number	2.19	Version Number	V2
Endorsement Date	05/12/2025	Review Date	05/12/2026

Policy Statement

There is a great variety of Ongoing Medical Conditions children could suffer from. They range from fairly harmless to life threatening. Child Australia’s Services ensure each child’s individual condition is monitored to ensure the safety, well-being, and inclusion of every child. This helps to address health needs promptly, prevent emergencies, and create an environment where children can participate fully and thrive.

Some of the more common Ongoing Medical Conditions are:

- Allergies
- Anaphylaxis
- Asthma
- Diabetes
- Food Intolerances
- Celiac Disease
- Seizure Disorders
- Lupus
- Congenital Heart Disease

Rationale

Child Australia’s Services aim to ensure the safety and well-being of children, family members, visitors and educators who are at risk due to an ongoing medical condition:

- By ensuring all relevant information is collected and recorded
- By creating a Risk Minimisation and Management Plan collaboratively with the parents/guardians.
- Ensuring a Medical Action Plan has been provided by parents /guardians for relevant ongoing medical conditions.
- By ensuring at least one staff member with current and approved First Aid training (HLTAID012 Provide First Aid in an Education and Care Setting) in attendance able respond appropriately.



- By educating children age and development appropriate about the importance of being aware of their symptoms and how to communicate should they experience these symptoms.

Responsibility

Approved Provider:

- The Approved Provider ensures that services have a policy for dealing with medical conditions in children, even if they have no children with this particular medical condition at the service.

Nominated Supervisor and Responsible Persons ensure:

- The child's and their parent's/guardian's concerns are being taken seriously.
- Parents/guardians provide a diagnosis and if possible, a Medical Action Plan for their child.
- Parents/guardians are involved in developing a Risk Minimisation and Management Plan with the service.
- A copy of the Ongoing Medical Conditions Policy is available to all educators, volunteers, and families of the Service and reviewed on an annual basis.
- That the risks relating to the child's specific condition are assessed and minimised via a Risk Assessment.
- If providing education and care for children over school age, that consent for self-administration of medication by children has been given in writing.
- All children with diagnosed medical conditions have a current Risk Minimisation and Management Plan and Medical Action Plan that is accessible to all staff containing information about managing these conditions.
- Ensure that all above listed plans are reviewed annually or when child's ongoing medical condition has changed.
- Staff and volunteers are informed about each child with an ongoing medical condition, are aware of any associated risks and read and are aware of all relevant policies and procedures.
- Serious incidents are being reported within 24 hours to Department of Communities, Education and Care Regulatory Unit (Western Australia) or Quality Education and Care NT, Department of Education (Northern Territory) to inform the Department for Communities Education and Care Regulatory Unit about the incident.



Staff ensure:

- By talking to the child about the symptoms of their condition, they know how to describe these symptoms to an educator when they are having an acute occurrence of their symptoms.
- They are familiar with and follow all relevant policies and procedures.
- They are informed of any children diagnosed with an ongoing medical condition and the associated risks and pre-emptive measures.
- That children's medication is stored inaccessible to any child.
- That children's medication stored at the service is in its original container, has the child's name and time/situation and dosage of medication to be administered and is within its use by date.
- They know where medication is stored.
- They follow all specific dietary requirement the child might have.
- To talk with older children about strategies to avoid any flare ups.
- To include information and discussions about relevant ongoing medical conditions in the programs they develop for the children.
- That the children's personal medication and action plans are taken on excursions or other offsite events, including emergency evacuations and drills.

Parents/Guardians to:

- Provide all relevant information.
- Be involved in writing risk minimisation plan and if applicable, Internal Action Plan.
- Provide diagnosis and if possible and relevant, medical action/emergency plan signed by the child's medical practitioner.
- Ensure child's medication and all items required to administer is at the service each time the child attends.

Procedures

Wherever possible, Child Australia's Services will minimise the risk for children with ongoing medical conditions by:

- Developing prior to child's first day of attendance or as soon as a child is diagnosed with an ongoing medical condition, a Risk Minimisation and Management Plan, conduct and record a Risk Assessment to pre-empt and mitigate any risks consultation with the child's parents/guardians.
- Ensuring that parents/ guardians provide a Medical Action Plan where condition requires it, prior to child's first day of attendance or as soon as ongoing medical condition has been diagnosed.



- Ensuring the child's medication is at the service every time the child attends and that the medication is within its use by date, in its original packaging/ container with a label from a medical practitioner stating the child's name for whom it has been prescribed, the time/situation when and dosage to be administered.
- Making new staff or relief staff aware of the children's ongoing medical conditions and where relevant documents (such as, but not limited to, Action Plan/ Risk Minimisation and Management Plan, Risk Assessment, Dietary Requirement Forms) are kept and where and how medication must be stored to be inaccessible to children and according to its storage requirements.
- Ensuring new staff or relief staff do not give children food or drinks unless they have verified with a team member familiar with all children, ensuring the food/drink is safe for the child to consume.
- Ensuring food consumed by children is safe for them.
- Dialling 000 if the child does not respond to steps within their Individual Medical Management plan and assessed to need urgent medical attention.
- Calling an ambulance if an adrenalin autoinjector had to be administered.
- Calling children's parents/guardian after the enacting of a medical management plan that did not require an ambulance to be called, to ensure the child is being collected and given the opportunity to seek further medical attention if they deem it necessary.
- Debriefing anyone involved after each ongoing medical conditions incident
- Evaluating the child's Risk Minimisation and Management Plan /Action Plan/ other relevant documentation after an ongoing medical conditions incident.
- Critically reflecting on the emergency that occurred, as well as the effectiveness of the procedures that were in place to learn from each incident.

Related Documents and Forms

Q2 Forms Child Health and Safety

Child Safe Policy

Dietary Requirement Form Allergy and Anaphylaxis

Dietary Requirement Form Intolerances

Ongoing Medical Conditions Policy

Risk Minimisation and Management Plan

Administration of Medication Policy



Medication Record 1Place

Risk Assessment

Reference

Western Australia:

Education and Care Services National Law (WA) Act 2012. (2012). *Government of Western Australia.*

Available at: <https://www.legislation.wa.gov.au/> [Accessed 2 Dec. 2024].

Education and Care Services National Regulations (WA). (2012). *Government of Western Australia.* Available

at: <https://www.legislation.wa.gov.au/> [Accessed 2 Dec. 2024].

Department of Health Western Australia. (n.d.). Notification of communicable diseases. *Government of*

Western Australia. Available at: <https://ww2.health.wa.gov.au/> [Accessed 2 Dec. 2024].

Northern Territory:

Education and Care Services National Law (NT) Act 2011. (2011). *Northern Territory Government.*

<https://legislation.nt.gov.au/>

Education and Care Services National Regulations (NT). (2011). *Northern Territory Government.*

<https://legislation.nt.gov.au/>

Department of Health Northern Territory. (n.d.). Notifiable diseases and public health requirements. *Northern*

Territory Government. <https://health.nt.gov.au/>

References for both WA and NT:

Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plans (2023)

[Allergy Australia](#)

National Diabetes Services Scheme (NDSS) - Guidelines for Schools and Early Learning Centres

Training and Certification: HLTAID012 - Provide First Aid in an Education and Care Setting (2021)

Anaphylaxis Management Training (specific to WA and NT 2023)

Accredited courses for anaphylaxis management in educational settings are typically updated in line with

ASCIA and jurisdictional regulations. Updates are informed by recent ASCIA guidelines, last revised in [Allergy](#)

[Australia](#)

Child Safe Standards (2019)

National Principles for Child Safe Organisations (2019)

National Quality Standard (NQS) - Quality Area 2: Health and Safety (2012)

Food Standards Australia New Zealand (FSANZ) - Managing Food Allergies and Intolerances in Educational Settings (2023)

FSANZ guidelines are continuously reviewed. The most relevant standards for educational

Education and Care Services National Regulations (2012) - Regulation 90 and Regulation 91

These regulations were established in **2012** and continue to govern medical conditions policies and communication plans in early childhood and care services.