Glen Iris Child Care and Kindergarten

GI-022 – Medical Conditions Policy

Policy Number	GI-022
Quality Area	QA2 – Children's Health and Safety
National Law	s.167
National Regulations	Regs. 90 • 91 • 92 • 93 • 94 • 95 • 96 • 136 • 168
Related NQS	QA2.1.2 • QA2.2.1
EYLF V2.0	Principles – Partnerships • Equity, Inclusion and High Expectations
Victorian Child Safe Standards:	Standards 2, 5 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris child Care and Kindergarten**, we are committed to providing a safe, inclusive and supportive environment where every child with a diagnosed medical condition can fully participate in all aspects of the educational program.

We recognise that effective management of medical conditions relies on strong partnerships with families, clear communication, well - trained educators and individualised planning. Our educators are committed to responding promptly and appropriately to children's health needs while maintaining each child's dignity, wellbeing and inclusion.

Through proactive planning, regular training and ongoing risk assessment, we strive to minimise health risks and ensure all children receive the care and support they require.

LEGISLATIVE INTENT

This policy supports Glen Iris child Care and Kindergarten in meeting its obligations under the Education and Care Services National Law and National Regulations by ensuring appropriate procedures are in place to manage children's diagnosed medical conditions, reduce health risks and respond effectively in the event of a medical emergency.

PURPOSE

The purpose of this policy is to ensure consistent procedures are in place for the safe management of children's diagnosed medical conditions, including allergies, anaphylaxis, asthma, diabetes and other health conditions that require ongoing management.

This policy outlines how the service works in partnership with families to develop individual medical management strategies, minimise risks and ensure educators are prepared to respond appropriately to medical emergencies.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers
- Centre Director
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Relief Educators
- Students
- Volunteers
- Families

DEFINITIONS

Medical Condition
A diagnosed health condition that requires ongoing management, monitoring or treatment while a child attends the service.

Medical Management Plan
A written plan completed by a registered medical practitioner that outlines the child's diagnosed condition, required treatment, medication and emergency response procedures.

Risk Minimisation Plan
An individual plan developed in consultation with the child's family to identify potential risks and the strategies required to minimise those risks while the child attends the service.

Medical Emergency
A situation where a child's health rapidly deteriorates or requires immediate medical attention, including the administration of prescribed emergency medication and, where necessary, contacting emergency services.

WHY THIS POLICY MATTERS

Every child has the right to participate safely, confidently and inclusively in education and care, regardless of their health needs.

Effective management of medical conditions protects children's health, reduces the likelihood of medical emergencies and provides reassurance to families that appropriate systems are in place. Through careful planning, educator training and strong partnerships with families, children with medical conditions are supported to fully participate in all experiences while maintaining their safety, dignity and wellbeing.

GUIDING PRINCIPLES

Glen Iris child Care and Kindergarten is committed to:

- Supporting the safe inclusion of every child with a diagnosed medical condition.
- Working in partnership with families and health professionals.
- Maintaining current medical management plans and risk minimisation plans.
- Ensuring educators receive appropriate training relevant to children's medical needs.
- Providing timely and appropriate responses to medical emergencies.
- Maintaining confidentiality while ensuring essential health information is accessible to relevant educators.
- Reviewing medical information regularly to ensure it remains current.
- Promoting children's health, wellbeing and full participation in the educational program.

OUR POLICY

Glen Iris child Care and Kindergarten is committed to ensuring all children with diagnosed medical conditions are supported through individualised planning, effective communication and safe practices that promote their health, wellbeing and inclusion.

Before a child with a diagnosed medical condition commences at the service, families must provide a current medical management plan completed by a registered medical practitioner, along with any prescribed medication and required authorisations. In consultation with the family, the service will develop a risk minimisation plan and communication plan to ensure all relevant educators understand their responsibilities.

Educators will follow each child's medical management plan, maintain appropriate supervision, minimise identified risks and respond promptly to any signs of illness or medical emergency. Prescribed medication will be readily accessible, stored appropriately and administered in accordance with the child's medical management plan and the service's Medication Administration Policy.

The service will regularly review medical information with families and ensure educators maintain the knowledge and confidence required to safely support children with diagnosed medical conditions.

HOW WE PUT THIS POLICY INTO PRACTICE

Enrolment and Medical Information

Before a child with a diagnosed medical condition commences at Glen Iris Child Care Centre, families must provide:

- A current Medical Management Plan completed and signed by a registered medical practitioner.
- All prescribed medication required by the child while attending the service.
- Written authorisation for the administration of medication.
- Current emergency contact details.
- Relevant information about the child's triggers, symptoms and individual care needs.

Children will not commence care until all required documentation and medication have been received, unless alternative arrangements have been agreed to in accordance with legislative requirements.

Individual Risk Minimisation Plans

For every child with a diagnosed medical condition, the service will develop an Individual Risk Minimisation Plan in consultation with the family.

The plan will identify:

- Known triggers or risk factors.
- Strategies to minimise risks throughout the day.
- Mealtime procedures where applicable.
- Procedures during excursions, special events and outdoor play.
- Storage and accessibility of medication.
- Responsibilities of educators.
- Emergency response procedures.

Risk minimisation plans will be reviewed whenever the child's medical needs change and at least annually.

Communication Plans

A communication plan will be developed for each child with a diagnosed medical condition to ensure all relevant people understand their responsibilities.

This includes communication with:

- Families.
- Educators.
- Relief educators.
- Students and volunteers (where appropriate).
- The Approved Provider.
- Relevant health professionals where authorised by the family.

Families will be informed whenever there are changes to the child's medical management arrangements.

Medication Management

Educators will:

- Store prescribed medication safely while ensuring it remains readily accessible during an emergency.
- Check medication expiry dates regularly.
- Ensure medication is clearly labelled with the child's name and dosage instructions.
- Administer medication only with appropriate authorisation, except where legislation permits emergency administration.
- Record all medication administered in accordance with service procedures.

- Return medication to its designated storage location immediately after use.

Educator Training

- Glen Iris child Care and Kindergarten will ensure educators receive appropriate training relevant to children's medical conditions.
- Training may include:
- Anaphylaxis management.
- Asthma management.
- Diabetes awareness.
- Administration of emergency medication.
- First Aid, CPR and emergency response procedures.
- Individual training relating to children's specific medical needs where required.
- Professional learning will be reviewed regularly to ensure educators maintain current knowledge and confidence.

Responding to Medical Emergencies

If a child experiences a medical emergency, educators will:

- Follow the child's Medical Management Plan.
- Administer prescribed emergency medication where required.
- Contact emergency services (000) immediately when appropriate.
- Continue to monitor and reassure the child until emergency assistance arrives.
- Notify the child's family as soon as practicable.
- Complete all required incident documentation.
- Review procedures following the incident to identify opportunities for improvement.

Confidentiality

Medical information will be treated respectfully and confidentially.

Information will only be shared with educators and relevant personnel who require the information to safely care for the child while ensuring children's privacy and dignity are maintained.

Inclusion

Children with diagnosed medical conditions will be supported to participate fully in all aspects of the educational program.

Educators will adapt environments, routines and experiences where necessary to reduce identified risks while ensuring children remain active participants in learning alongside their peers.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure systems are in place to effectively manage children's medical conditions.
- Provide appropriate resources and emergency medication storage.
- Support educator training and compliance with legislative requirements.

Centre Director
Will:

- Ensure all required medical documentation is current before a child commences.
- Develop Individual Risk Minimisation Plans and Communication Plans in partnership with families.
- Monitor compliance with this policy.
- Ensure educators receive appropriate training.
- Review medical incidents to strengthen service practices.

Educational Leader
Will:

- Support educators to embed inclusive practices for children with medical conditions.
- Encourage reflective practice regarding children's health, wellbeing and participation.
- Promote collaborative planning that supports every child's inclusion.

Educators
Will:

- Follow each child's Medical Management Plan and Risk Minimisation Plan.
- Maintain current knowledge of children's diagnosed medical conditions.
- Administer medication in accordance with service procedures and legislative requirements.
- Monitor children for signs of illness or medical distress.
- Respond promptly to medical emergencies.
- Communicate respectfully with families regarding children's health needs.
- Maintain confidentiality while ensuring children's safety.

Students, Volunteers and Relief Educators
Will:

- Work under the guidance of qualified educators.
- Familiarise themselves with relevant medical procedures appropriate to their role.
- Immediately report concerns regarding a child's health.
- Never administer medication unless authorised and appropriately trained to do so.

GLE IRIS IN PRACTICE

At Glen Iris Child Care Centre, we believe every child deserves to feel safe, included and supported, regardless of their medical needs. We work closely with families from enrolment onwards to develop individual plans that enable children with medical conditions to confidently participate in all aspects of our program.

Educators regularly review children's medical information; participate in professional learning and practise emergency response procedures to ensure they remain confident and prepared. Medical management is embedded into everyday practice rather than viewed as a separate responsibility.

Through thoughtful planning, open communication and inclusive practices, we minimise risks while ensuring children continue to explore, learn and build relationships alongside their peers

CHILDREN'S VOICE IN ACTION

Children are supported to develop an age-appropriate understanding of their own health, wellbeing and safety.

Where appropriate, educators encourage children to recognise their own needs, communicate when they are feeling unwell and participate in routines that support their health. Children's confidence, independence and dignity are promoted while ensuring their individual medical needs remain safely supported.

EXCEEDING PRACTICE

Glen Iris child Care and Kindergarten views the management of medical conditions as a shared responsibility that extends beyond legislative compliance.

Educators engage in ongoing professional learning, regularly review individual plans with families and critically reflect on practice to ensure support strategies remain responsive and effective. Emergency procedures are discussed, practised and evaluated to build educator confidence and readiness.

Strong partnerships with families and a proactive approach to risk management enable children with medical conditions to fully participate in our educational program while experiencing a genuine sense of belonging, inclusion and wellbeing.

CONTINUOUS IMPROVEMENT

Glen Iris child Care and Kindergarten is committed to continually strengthening our management of children's medical conditions.
This policy will be reviewed through:

- Feedback from children, families and educators.
- Reviews of Individual Medical Management Plans and Risk Minimisation Plans.
- Incident and medical emergency reviews.
- Professional learning and training updates.
- Staff meetings and critical reflection.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.

Continuous improvement ensures our procedures remain current, responsive and effective in supporting the health, safety and inclusion of every child.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.167 –** Offence relating to protection of children from harm and hazards**.**

Education and Care Services National Regulations 2011

- **Reg. 90** – Medical conditions policy.
- **Reg. 91** – Medical conditions policy to be provided to parents.
- **Reg. 92** – Medication record.
- **Reg. 93** – Administration of medication.
- **Reg. 94** – Exception to authorisation requirement – anaphylaxis or asthma emergency.
- **Reg. 95** – Procedure for administration of medication.
- **Reg. 96** – Self-administration of medication.

- **Reg. 136** – First aid qualifications.
- **Reg. 168** – Education and care service policies and procedures**.**

National Quality Standard

Quality Area 2 – Children's Health and Safety

- **QA2.1.2** – Effective illness and injury management and hygiene practices are promoted and implemented.
- **QA2.2.1** – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Early Years Learning Framework (EYLF) V2.0

Principles

- Partnerships
- Equity, Inclusion and High Expectations
- Respect for Diversity

Practices

- Responsiveness to Children
- Holistic, Integrated and Interconnected Approaches
- Collaborative Leadership and Teamwork

Outcomes

- **Outcome 1 –** Children have a strong sense of identity**.**
- **Outcome 3 –** Children have a strong sense of wellbeing.

Victorian Child Safe Standards

This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs respected in policy and practice.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Administration of Medication Policy
- Administration of First Aid Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Child Safe Environment Policy
- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition, Food and Beverages Policy
- Risk Management Policy
- Supervision Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Individual Medical Management Plans
- Individual Risk Minimisation Plans
- Communication Plans
- Medication Records
- Medication Authorisation Forms
- Medical Incident Reports
- Emergency Contact Records
- Professional Learning Records
- Critical Reflection Records
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris child Care and Kindergarten demonstrates this policy through:

- Current Medical Management Plans for children with diagnosed medical conditions.
- Individual Risk Minimisation Plans developed in partnership with families.
- Communication Plans shared with relevant educators.
- Safe storage and accessibility of prescribed medication.
- Educators trained in first aid, anaphylaxis, asthma and emergency response procedures.
- Regular reviews of children's medical information and medication.
- Inclusive practices that support every child's participation in the educational program.
- Incident reviews and critical reflection informing improvements to medical management practices.
- Quality Improvement Plan goals that strengthen children's health, safety and inclusion.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to providing safe, responsive and inclusive care for children with diagnosed medical conditions.

Reflective questions include:

- How effectively do our systems support children with medical conditions to participate safely and confidently in the program?
- Are Medical Management Plans, Risk Minimisation Plans and Communication Plans current and consistently implemented?
- Do educators feel confident in recognising and responding to medical emergencies?
- How effectively do we work in partnership with families to support children's health needs?
- How do we minimise risks while maintaining children's inclusion, dignity and independence?
- What have we learnt through medical incidents, family feedback and critical reflection?

- What opportunities exist to further strengthen our medical management practices?

Outcomes from these reflections inform policy reviews, professional learning, risk management strategies and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris child Care and Kindergarten Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, EYLF V2.0 and Victorian Child Safe Standards.