

## YMCA’s of Australia Policy

### Medical Conditions Policy

Procedure Number	Date Approved	Date Last Amended	Status
31	29/03/2019	06/01/2021	Final

#### 1. PURPOSE

YMCA Children’s Services must ensure that each child’s health needs are actively supported, including when diagnosed with a medical condition. This may include but is not limited to allergies, anaphylaxis, diabetes or asthma. This policy actively supports a child and their family through vigilant collaboration when a medical condition must be positively catered for to support a child’s safe experience at any YMCA service.

#### 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, educators and volunteers.

This Policy applies to all YMCA Member Associations.

For the purposes of this document we refer to these as the YMCA.

All Policies and Procedures must conform to this Policy.

#### 3. POLICY

Upon enrolment, it is the child’s parents or nominated guardian’s responsibility to ensure that children who attend the service with a medical condition/health care need fully disclose all medical conditions on the enrolment form and throughout the enrolment process, or at such a time where an already enrolled child develops a medical condition/health care need.

#### 4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children’s Services	Is responsible for the development, monitoring, and review of

<p>Management</p>	<p>the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
<p>Responsible Persons</p>	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non- compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
<p>All employees, volunteers &amp; students</p>	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

## 5. DEFINITIONS

Term	Definition
<p>Health Care Need</p>	<p>A health condition that includes asthma, anaphylaxis, diabetes, allergy or any other relevant medical condition that typically requires an action plan to effectively manage the condition.</p>

## **6. LEGISLATIVE AND INDUSTRY REQUIREMENTS**

- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011
- Children's Services Act 1996
- Children's Services Regulations 2009
- Health Act 1958
- Health Records Act 2001
- National Quality Standard, Quality Area 2: Children's Health and Safety
- National Quality Area 7: Governance and leadership

## **7. SUPPORTING DOCUMENTS**

### **(LINKS TO PROCEDURES AND/OR WORK PRACTICES)**

- National Early Years Framework (EYLF)
- My Time, Our Place
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Children's Services Act 1996
- Children's Services Regulations 2009
- National Quality Standard for Early Childhood and Care and School Age Care
- YMCA of the NT Policy Administration of Medication

## **8. PROCEDURES**

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- Parents/guardians will receive a copy of the Medical Conditions policy.
- All parents/guardians of a child with a diagnosed medical condition, health care need, allergy or relevant medical condition are required to provide a medical management plan for their child to be accepted into the service.
- A risk management plan will be developed in consultation with the parents/guardians and will be followed by the service. A communication plan will also be developed as part of the risk minimisation plan.
- The coordinator and educators of each service will be made aware of this policy, details of every child at the service who has a medical condition, including the child's medical management plan and the location of the child's medication.
- Copies of the child's medical management plan are kept at each service.
- A notice advising of a child involved at the service at risk of anaphylaxis is to be displayed in a prominent position.
- The medical management plan will be followed in the event of an incident relating to the child's specific health need, allergy or relevant medical condition.
- Medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition must be brought with the child on every day the child attends the service. A letter of authorisation must be supplied stating details of the medication to be administered, including for non-prescription medication.
- The child may not attend care if medication is not supplied.
- Any changes to a medical management and/or risk management plan must be communicated in writing as soon as the change occurs. These details are to be added to the risk minimisation plan and communication plan.
- Coordinators will check medical management plans regularly.
- School age children attending OSHC services can self-administer medication as determined by the medical management plan if the parent or guardian gives permission.
- When medication is being self-administered, children are supervised by the educators and a medication form is signed off by both Educators and parent/guardian.
- Educators will record the administration of medication in the medication record and will note if the child has self-administered the medication.

## 9. APPROVAL AND REVIEW

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**Approved By:** Children and Families Leadership Team

**Effective Date:** 29/03/2019

**Policy Owner:** Children and Families Leadership Team

### Amendments

Version	Date	Author	Change Description
2	29/03/19	Y Australia	N/A
3	29/10/2020	Y NT	Amendments to the procedures for the NT
4	06/01/2021	YNT	Amendments to the procedures for the NT