**Localised Procedure**

**Medical Conditions Communication Plan**

**Reviewed: 11/05/2019 Next Review: 11/05/2020**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality****Standard(s)** | **Preschool Guide reference** | **School policy or procedure, where applicable** |
| Regulation 90 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures): | **6.1.2: Parent views are respected**The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing**7.1.2: Management Systems**Systems are in place to manage risk and enable the effective management and operation of a quality service. |  |  |
| To ensure families and educators have a clear plan for communication process and responsibilities and timeframes for medical conditions. Children with identified medical conditions such as a child at risk of anaphylaxis, asthma and diabetes must have 3 individual plans:1.     An individual action/medical plan2.     A risk minimisation plan3.     **A communication plan**

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| **Who is responsible** | **What** | **When** |
| Parent/carer  | Record any specific health care need, allergy or medical condition for their child on pages 10 and 11 of preschool enrolment form. | Before child starts at the service |
| Preschool Teacher | Contact parent/carer to organise a meeting to discuss child’s condition and care.  | Before child starts at the service |
| Parent/Carer | Provide service with a medical management plan developed by child’s medical practitioner. | Before child starts at the service |
| Preschool Teacher | * Consult with parent/carer to develop a risk minimisation plan in relation to the child
* Discuss and provide parent/carer with a copy of this communication plan
* Inform parent/carer they must supply any medication before the child starts preschool, and that the expiry date of such medication be after the 12 month period the child will attend preschool.
* Provide parent/carer with copy of medical conditions procedure
 | Before child starts at the service |
| Preschool Teacher | * Ensure all other regular staff are aware of the child’s condition and needs;
* Place copies of child’s health management plan, risk minimisation and communication plans in their enrolment folder
* Prominently display health management plan (with a colour photo affixed) in the preschool, i.e. in the kitchen or office notice board
* At a team meeting, alert staff to child’s condition, needs and discuss actions listed in risk minimisation plan
* Ensure individual emergency medication is stored with a copy of the health management plan
 | Before child starts at the service |
| Preschool Teacher | * Place a copy of each child’s health care plan in the service casual folder.
* In inducting relieving, release and casual staff, volunteers and students, point out where the child’s health management plan is displayed, as well as where their medication is stored (if applicable)
 | While the child attends the service |
| Preschool Teacher | * Complete an Incident, Injury, Trauma and Illness record if child requires medication where this has not previously been authorised.
 | While the child attends the service |
| Parent/carer | * Inform teacher of any changes in the medical management plan or medication as soon as possible after the change
* Immediately provide an updated medical management plan, medication and medication authorisation (if relevant)
* Advise educators verbally or in writing on arrival of symptoms requiring administration of medication in the past 48 hours, and the cause of the symptoms if known
 | While the child attends the service |
| Preschool Teacher | * Review and update the child’s medical management plan and risk minimisation plan immediately, after new information is provided by parent or carer
* At staff meetings seek feedback from educators about any issues or concerns they may have in relation to the child’s medical condition
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| Preschool Teacher | * At the start of each new term, verbally enquire about the child’s health to check if there have been any changes in their condition or treatment
* Regularly remind parents/carer to keep service up to date regarding any changes in their child’s condition, triggers or symptoms through newsletters and information on parent noticeboards
* Advise parents if child’s medication needs to be replenished.
 | On the first day of each term, whilst child is attending |
| Preschool Teacher | * If health management plan and/or medication has expired, inform parent and request updated plan be provided before the child commences preschool in the new year
 | If child repeats preschool  |

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