

DEALING WITH MEDICAL CONDITIONS GUIDELINES

Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a Casey managed kindergarten service are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when supporting children with medical conditions. This includes reducing the risk of harm, minimising impact and supporting the inclusion of all children in the service.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents, children and others attending the programs, activities and services managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the	Provide strong leadership that supports a culture of child safety in the everyday practice of City of Casey employees.
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Approved Provider	• Ensure all educators, students and volunteers have access to these guidelines and have a clear understanding of their responsibilities. • Ensure robust induction procedures to support implementation of the practices outlined in these guidelines. • Ensure educators and staff receive regular training in managing specific medical conditions such as asthma, anaphylaxis, epilepsy and diabetes.
Educators and staff	• Adhere to Medical Management Plans for all children at the service. • Inform the Approved Provider when a Medical Management Plan has been enacted. • Identify any training required to provide support to children diagnosed with a medical condition in the service. • Ensure a Risk Minimisation and Communication Plan (RMCP) is developed and implemented in consultation with the parent. • Prepare medical management requirements for an incoming educator when moving to a new service. • Encourage ongoing communication between parents and educators regarding the status of the child's specific medical condition. • Ensure relief educators are informed of children and educators who have specific medical conditions, and their Medical Management Plan. • Ensure copies of the children's Medical Management Plans and RMCPs are stored with children's medication, in a location that is known to all educators, and within the Child's Enrolment Record. • Ensure activities, including excursions, regular outings and service events are inclusive for all children, and are planned in accordance with RMCPs. • Provide information and resources for managing specific medical conditions while respecting the privacy of families enrolled at the service. • Ensure the child's medications are administered in accordance with the procedures outlined in the <i>Medication Guidelines</i>. • Maintain ongoing communication with parents/guardians about the child's medical condition. • Communicate relevant information provided by the parent/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the service is current. • Monitor signs and symptoms of medical conditions and communicate any concerns to the parent/guardian. • Inform the Approved Provider of any issues that impact on the implementation of these guidelines in the service. Withdrawal of Medical Condition

	- Request from the family a letter from a medical practitioner stating the medical condition no longer impacts the child. - Update the RMCP and have the parent/guardian sign to acknowledge the withdrawal of condition. - Upload updated documentation to the Child's Enrolment Record. - Return medication to family and remove actions plans/RMCP from areas stored in the service.
Parents/Families and service users	- Inform the service of their child's medical conditions and any specific requirements that their child may have. - Develop an RMCP with the educator at the service. - Notify educators if specialised training is required to support their child. - Provide a Medical Management Plan or related plan/s (such as a lifting plan) signed by a medical practitioner, either prior to commencement at the service or immediately upon diagnosis of medical condition. - Provide any changes to the status of their child's medical condition in writing, signed by a medical practitioner and provide a new Medical Management Plan or other relevant plan/s in accordance with these changes. - Provide any medication as listed in the Medical Management Plan. - Notify educators if they need to withdraw the medical condition and provide a letter from a medical practitioner stating the medical condition no longer impacts the child. - Review the updated RMCP and sign to acknowledge the withdrawal of condition. - Collect medication from the service as required.

5. Medication and medical procedures

Educators will ensure medication and/or medical procedures can only be administered to a child:

- With written authorisation from the parent or a person named in the Child's Enrolment Record as authorised to consent to the administration of medication (Regulation 92(3)(b)).
- With two staff in attendance, one of whom must be an educator. One adult will be responsible for the administration of the medication or the procedure, and the other adult will witness.
- When the child's medication is in within its use by date, in its original container bearing the child's name, dose and frequency of administration in accordance with the Medication Guidelines.
- When the name of the medication is the same as that listed on the child's Medical Management Plan or medication record or a Medication Substitute Authority form is completed.

Educators may request the parent to seek additional information from the child's medical practitioner where the child requires:

- Multiple medications simultaneously.
- A specific medical procedure to be followed.
- Additional physical support (including lifting plans).

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is enrolled at the service, prior arrangements will be negotiated with the parent, authorised nominees or

appropriate health care workers if the child requires a procedure while in attendance at the service. This arrangement will be formalised following enrolment and prior to the child commencing at the service.

6. Associated documents and attachments

This guideline should be read in conjunction with:

- Dealing with Medical Conditions guidelines
- Asthma guidelines
- Anaphylaxis guidelines
- Allergy guidelines
- Diabetes guidelines
- Epilepsy guidelines
- First Aid guidelines
- Excursions, Regular Outings and Service Events guidelines
- Incident, Injury, Trauma and Illness guidelines
- Attachment 1 – Medical Management Plan
- Attachment 2 – Medical Risk Management and Communication Plan

7. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- National Quality Standard, Quality Area 2: Children's Health and Safety
- The Occupational Health and Safety Act 2004
- Therapeutic Goods Act 1989

8. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

9. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer in consultation with Kindergarten Programs and Early Years & Partnerships team.		
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10. Document History

Date changed	Change Type

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