



# Star of the Sea School

**OSHC**  
***Medical Conditions***  
***Policy***

*Open Hearts Open Minds*



## SCHOOL VISION STATEMENT

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, we value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

## PURPOSE

At Star of the Sea OSHC, we believe that every child has the right to feel safe and supported, particularly in relation to their health and wellbeing. A safe and responsive environment is essential to our mission of providing high-quality care and education outside school hours.

While families retain primary responsibility for managing their child's medical conditions, our service is committed to working in partnership with them to ensure each child's needs are met appropriately and with care.

This policy outlines the procedures for managing medical conditions within the OSHC setting, including the administration of medication, development of individual health care plans, and emergency response strategies. It ensures staff are equipped to respond promptly and effectively, maintain accurate documentation, and communicate clearly with families to support each child's safety and wellbeing.

Catholic schools operate in a wider community context where legal requirements exist and where they have an obligation to students.

## BACKGROUND

This policy outlines clear guidelines and responsibilities for staff, parents, and carers to ensure the health care needs of all children, staff, and volunteers with medical conditions are appropriately managed at Star of the Sea OSHC.

It supports the consistent and effective management of any diagnosed medical condition an enrolled child may have, including but not limited to asthma, diabetes, and anaphylaxis. The policy recognises that medical needs may be chronic or short-term and may include allergies, specific health care requirements, or conditions that place a child at risk of a medical emergency.

## POLICY SCOPE

This policy applies to all staff, children, volunteers, parents/caregivers, and any other individuals involved with Star of the Sea OSHC, including during offsite excursions and activities.

## POLICY STATMENT

Star of the Sea OSHC is committed to providing a safe, inclusive, and supportive environment for all children and families, particularly those with specific healthcare needs. This commitment is upheld through the implementation and ongoing maintenance of effective health and hygiene practices.

We will achieve this by:

- Any incident involving serious injury or trauma to a child during care that required, or would reasonably be considered to require, urgent attention from a registered medical practitioner or hospitalisation.

Fulfilling our duty of care to ensure all individuals at Star of the Sea OSHC are safeguarded from harm.

- Informing educators, staff, volunteers, families, and children of the importance of adhering to the Medical Conditions Policy, while promoting a shared responsibility in creating a safe and responsive environment.
- Ensuring educators are equipped with the skills, training, and confidence to support the inclusion of children with additional health needs.
- Administering all medications in accordance with medical practitioners' instructions and recognised first aid guidelines.
- Engaging educators, children, and families in regular discussions around medical conditions, health, and wellbeing as part of our curriculum and daily practices.

- Upholding privacy and confidentiality when managing individual health information and medical needs.

## NATIONAL QUALITY STANDARDS

Quality Area 2 – Children’s Health and Safety	
2.1.1	Health – each child’s health and physical activity in supported and prompted
2.1.2	Health practices and procedures – effective illness and injury management and hygiene practices are promoted and implemented
2.2.1	Supervision – at all times , reasonable precautions and adequate supervision ensure children are protected from harm and hazard

## NATIONAL REGULATIONS

90	Medical Conditions Policy
90, 1 (iv)	Medical Conditions Communication Plan
91	Medical Conditions Policy to be provided to parents
92	Medication Record
93	Administer of Medication
94	Exception to authorisation requirement – Asthma and anaphylaxis emergency
95	Procedure to administer medication
96	Self-administration of medication

## RESPONSIBILITY FOR IMPLEMENTATION, MONITORING AND CONTINUAL IMPROVEMENT

- Responsibility for review, implementation and monitoring of the policy is vested in the Out of School Hours Care Director and the Nominated Supervisor.

## PROCEDURES AND RESPONSIBILITIES:

All staff members and volunteers will be informed of the procedures and responsibilities relating to the management of children's medical conditions, including allergies and other specific healthcare needs.

Where a child enrolled at the service has a diagnosed medical condition, allergy, or health care requirement, families must be provided with a copy of this policy along with other relevant policies and documentation.

Medication and medical procedures may only be administered under the following conditions:

- **Written Authorisation:** A parent or carer listed on the child's enrolment form must provide written authorisation for the administration of any medication (as per Regulation 92(3)(b)).
- **Qualified Supervision:** A suitably trained educator will be responsible for both administering the medication and accurately documenting the details of administration.
- **Original Packaging:** All medication must be provided in its original container, clearly labelled with the child's full name, dosage, and frequency of administration as prescribed.

## RESPONSIBILITIES OF THE NOMINATED SUPERVISOR AND THE OSHC DIRECTOR:

The Nominated Supervisor and OSHC Director are responsible for:

- **Policy Implementation:** Ensuring this policy is implemented effectively within the service and that all educators and staff adhere to the outlined procedures.
- **Communication with Approved Provider:** Notifying the Approved Provider of any issues that may affect the implementation of this policy.
- **Training and Professional Development:** Identifying and facilitating specific training for educators and staff who work with children diagnosed with medical conditions, ensuring appropriate training is accessed and maintained.
- **Food Safety and Allergy Management:** Ensuring children do not share or swap food, utensils, or food containers, and that food preparation and service staff are aware of children's medical conditions or allergies and emergency procedures.
- **Visibility and Confidentiality of Medical Plans:** Ensuring a current copy of each child's Medical Management Plan and Action Plan is visible and known to relevant staff, with allergy details displayed confidentially as required.
- **Inclusive Participation:** Supporting each child's participation in appropriate activities, excursions, and exercises in accordance with their Risk Minimisation Plan.

- **Family and Community Engagement:** Providing families with relevant information and resources while maintaining privacy and dignity, especially when managing specific medical conditions and administering medication as outlined in the Medication Administration Procedures.
- **Ongoing Communication:** Maintaining regular communication with families and educators as per the Medical Conditions Communication Plan, to ensure updated information is consistently shared and implemented.
- **Plan Adherence:** Ensuring all staff follow each child's Medical Management Plan, including the Risk Minimisation Plan, and that all documentation is up to date.
- **Compliance and Reporting:** Ensuring all notification requirements under relevant legislation and WHS guidelines are met promptly.

## RESPONSIBILITIES OF EDUCATORS

Educators are responsible for:

- **Preventing Food Sharing:** Ensuring children do not share or swap food, utensils, or food containers.
- **Information Sharing:** Communicating any updates provided by parents/carers regarding their child's medical condition to the Director to ensure records remain current.
- **Medical Plan Awareness:** Ensuring Medical Management Plans are visible and accessible to relevant staff. Prior to display, educators must ensure parental consent is obtained, and families understand the safety reasons behind the visibility of such plans.
- **Plan Implementation and Monitoring:** Being aware of and following each child's Risk Minimisation and Medical Management Plans. Monitoring signs and symptoms related to medical conditions and promptly reporting any concerns to the Director.
- **Active Supervision:** Providing adequate supervision to all children, with particular attention to those with diagnosed medical conditions.
- **Policy Feedback:** Informing the Director of any issues or challenges related to the implementation of this policy.

## RESPONSIBILITIES OF PARENTS/CARERS

Parents and carers play a critical role in supporting the health and safety of their children at OSHC. Their responsibilities include:

- Informing the service of any diagnosed medical conditions and specific health requirements their child may have.
- Collaborating with the Director and relevant staff to develop a Risk Minimisation Plan tailored to the child's medical needs.
- Providing a current and comprehensive Medical Management Plan, completed and signed by a registered medical practitioner, either upon enrolment or immediately following the diagnosis of a medical condition. This plan must include a recent photograph of the child and clearly outline procedures to be followed in the event of an incident.
- Promptly notifying the Director of any changes to the child's medical condition and supplying an updated Medical Management Plan to reflect those changes.
- Communicating any concerns or issues that may affect the implementation of this policy by the service.

## RESPONSIBILITIES OF VOLUNTEERS AND STUDENTS:

Volunteers and students undertaking placement at the service are expected to:

- Adhere to this policy and its associated procedures at all times while engaged at the service.

## MEDICAL MANAGEMENT PLAN REQUIREMENTS

In accordance with Regulations 90 and 92 of the Education and Care Services National Regulations, all children with a medical condition requiring specific treatment or first aid must have a Medical Management Plan and Action Plan provided by their medical practitioner. These documents must contain:

- Identifying details: the child's full name, date of birth, and a recent photograph.
- A clear description of the diagnosed medical condition.
- Common symptoms and the potential health impact of the condition.
- Observable indicators that signal the need for medical intervention.
- Emergency contact details, including those of parents/carers and the child's medical practitioner.
- Explicit instructions for managing the child's condition in all foreseeable scenarios, including while indoors, outdoors, and on excursions.
- Clear emergency response procedures to be followed by staff.
- Detailed information on any prescribed medication, including administration instructions, storage requirements, dosage, timing, and known side effects.

- Any relevant medical documentation or written advice provided by the child's medical practitioner and/or parents/carers.

## PRE-COMMENCEMENT REQUIREMENTS FOR CHILDREN WITH MEDICAL CONDITIONS

To ensure the health, safety, and inclusion of all children with diagnosed medical conditions, the following requirements must be fulfilled prior to a child commencing at Star of the Sea OSHC:

- A Medical Management Plan, signed by the child's registered medical practitioner, must be provided and clearly visible to all relevant staff.
- A copy of the Medical Management Plan must accompany any prescribed medication supplied to the service.
- An individual Risk Minimisation Plan must be developed in consultation with the child's parent/carer. This plan will outline strategies specific to the child's medical condition (e.g. asthma, diabetes, anaphylaxis, epilepsy) and must be implemented prior to commencement.
- A Communication Plan will be developed using information from the Risk Minimisation Plan to ensure effective and timely communication between the service and the child's family.
- All families will be made aware of this Medical Conditions Policy upon enrolment.
- All educators responsible for children diagnosed with asthma, anaphylaxis, or diabetes must complete approved and accredited training. This includes training in recognition, risk management, and emergency response relevant to the diagnosed conditions.
- When food is prepared on-site, procedures must be in place to ensure children at risk of anaphylaxis or diabetes are protected from exposure to allergens or inappropriate dietary intake.
- Staff and volunteers will be informed of the service's procedures and practices for managing medical conditions.
- A termly review schedule will be maintained to ensure all Medical Management Plans and medications remain current. Parents/carers will be notified in advance of any impending expirations.
- Children will not be permitted to attend the service without a current Medical Management Plan and any required medication.

In accordance with Regulation 90, any child enrolled at the service with a diagnosed healthcare need, allergy, or relevant medical condition must have:



- A current Medical Management Plan provided by their parent/carer, which will be followed in the event of a related incident.
- A Risk Minimisation Plan developed collaboratively between the family and the service.
- Established procedures for managing high-risk scenarios, including clear protocols for contacting emergency services.

## RISK MINIMISATION PLAN:

The Director and relevant educators will develop and implement a comprehensive Risk Minimisation Plan in consultation with the child's family and informed by the child's Medical Action Plan. This plan will include:

- Identification and mitigation of potential risks related to the child's medical condition.
- Procedures for the safe handling, preparation, and service of food to prevent exposure to allergens or inappropriate food for the child.
- Notification to all families regarding known allergens present in the service and how the service will manage these risks.
- A requirement that children do not attend the service without their prescribed medication for their diagnosed condition.
- Signatures from both the Director and the child's parent/carer to acknowledge shared understanding and agreement.
- Storage of Medical Management and Risk Minimisation Plans in the child's file, with copies securely stored alongside the child's medication, in the emergency evacuation kit, and the service's first aid kit.
- Plans will also be displayed in staff-only areas to ensure staff access while maintaining the child's privacy.
- Medical Plans will be taken on all excursions to ensure access to essential information and emergency procedures.

## MEDICAL MANAGAMENT COMMUNICATION PLAN:

The Director will implement a comprehensive medical conditions communication plan to ensure that all relevant educators, staff, and volunteers:

- Are familiar with and understand the Medical Conditions Policy.
- Can readily identify children with specific health care needs or medical conditions.
- Are informed of each child's medical management and risk minimisation plans.

- Know the exact location of each child's medication.
- Receive up-to-date information on each child's health status and condition.
- Are reminded by the Director to prompt families to update their child's health and medical information regularly, as outlined in the plan.
- Acknowledge that the plan will be signed by both the child's parents/carers and the Director.

The Director will ensure that:

- Any new or updated medical information is attached to the child's medical plans and promptly communicated to all relevant educators, staff, and volunteers.
- All signage and displays regarding a child's health care needs or medical conditions are kept current and accurate.

## ANAPHYLAXIS/ALLERGY MANAGEMENT PLAN:

Anaphylaxis is a severe and potentially life-threatening allergic reaction. While prior exposure to allergens is often necessary to trigger an anaphylactic response, serious allergic reactions can occur even without a documented history. Allergies are highly individualised, and a person may react to a wide range of substances.

Common symptoms of anaphylaxis include:

- Difficulty breathing or noisy breathing
- Swelling or tightness in the throat
- Swollen tongue or difficulty talking
- Wheezing or a persistent cough
- Persistent dizziness or collapse
- In young children, paleness or sudden floppiness

Foods most commonly associated with anaphylaxis include:

- Peanuts
- Tree nuts
- Eggs
- Cow's milk
- Seafood

To minimise the risk of exposure to known allergens and support children with allergies, all educators and staff will:

- Ensure that children do not share or trade food, utensils, or food containers.
- Follow each child's individual medical management and risk minimisation plan during food preparation and consumption.
- Request that families clearly label all bottles, lunchboxes, and drink containers with the child's full name.
- Evaluate and, where necessary, modify the use of food products in craft activities, science experiments, and cooking sessions to enable safe participation by all children.
- Closely supervise all children during meal and snack times and ensure that food is consumed in designated areas only.

### ASTHMA MANAGMENT PLAN:

Asthma is a chronic lung condition that causes inflammation and narrowing of the airways. Symptoms may include wheezing, coughing, chest tightness, or shortness of breath. At Star of the Sea OSHC, we are committed to minimising the risk of asthma attacks by reducing children's exposure to common triggers.

Educators and staff will implement proactive strategies to manage these risks in accordance with each child's Medical Management and Risk Minimisation Plans.

- Common Asthma Triggers May Include:
- Dust and air pollution
- Inhaled allergens such as mould, pollen, pet hair
- Changes in temperature and weather (e.g., heating and air conditioning)
- Emotional factors, including stress and excessive laughter
- Physical activity and exercise

Strategies to Minimise Exposure to Triggers:

- Use wet dusting methods to prevent dust from becoming airborne
- Plan alternative indoor activities during extreme weather conditions
- Limit exposure to natural elements indoors (e.g., plants that may release pollen)
- Supervise all physical activity and exercise to monitor for early signs of distress
- Keep children indoors during periods of heavy pollution, smoke haze, or after severe storms that may elevate pollen levels

The Director or Nominated Supervisor Will:

- Consider known asthma triggers before approving pet visits or environmental changes
- Ensure indoor temperatures are regulated and that heating/cooling systems are functioning effectively
- Monitor environmental conditions (e.g., air quality and weather alerts) and adjust activities accordingly
- Support educators in reviewing risk management strategies regularly
- Ensure all educators are familiar with children's individual Asthma Management Plans

## ASTHMA EMERGENCIES

Asthma can become life-threatening if not managed promptly and effectively.

- In the event of an asthma episode:
- A first aid-trained educator with accredited asthma training will immediately assist the child.

If a child has an individual Asthma Management Plan, it will be followed precisely.

- If no plan is available, staff will follow the Asthma First Aid Plan endorsed by the National Asthma Council Australia:

### **Asthma First Aid Steps (The “ABC” Approach):**

#### **A – Assess**

- Sit the child upright, remain calm and reassuring
- Do not leave the child alone

#### **B – Breathe**

Give 4 separate puffs of a reliever inhaler (blue/grey)

- Use a spacer if available
- Shake the puffer before each puff
- Give one puff at a time, followed by 4–6 breaths
- Repeat until 4 puffs have been administered

## C – Call Emergency Services

- Wait 4 minutes
- If there is no improvement, give another 4 puffs
- If symptoms persist, call 000
- Continue giving 4 puffs every 4 minutes until the ambulance arrives

## ASTHMA FIRST AID KITS

- Asthma First Aid Kits will be stored in a clearly labelled, accessible location known to all staff (including relief staff).
- Kits will be stored at room temperature, in dry areas, and out of reach of children.
- Spacers and masks must be single-use per child. Each child's equipment will be labelled with their name.

## MEDICAL ADMINISTRATION:

At Star of the Sea OSHC, the safe administration of medication is a shared responsibility between families, educators, and leadership. The following procedures ensure that all medication is administered safely, responsibly, and in line with regulatory requirements.

## RESPONSIBILITIES OF THE OSHC DIRECTOR OR NOMINATED SUPERVISOR

The Director or Nominated Supervisor will:

- Ensure a Medication Record is completed for each child requiring medication, including the child's name and signed parental/carers authorisation.
- Ensure medication is not administered unless:
  - Authorisation is provided by the enrolling parent/carers.
  - Administration follows the directions of a registered medical practitioner (either attached to the medication or in a written statement).
- Medication is provided in its original container, clearly labelled with:
  - The child's name.
  - Dosage and frequency instructions.
  - Expiry or use-by date, which must not be exceeded.

- Provide written and verbal notification to the child's parent/carer as soon as practicable if medication is administered in an emergency situation, especially when prior written authorisation is unavailable.
- Notify emergency services and the child's parent/carer if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency.
- Store medication records securely and ensure they are retained in accordance with regulatory requirements.
- Ensure all educators are informed of the Medical Conditions and Medication Policies during induction and ongoing professional development.
- Inform families of their responsibilities and the importance of adhering to safe medication practices for the wellbeing of their child and others.

## RESPONSIBILITIES OF EDUCATORS

Educators, supported by the Director, will:

- Not administer medication without written authorisation from a parent/carer, except in emergency situations where verbal consent from an authorised person or medical professional may be accepted.
- Store medication securely:
  - Refrigerated medications: In a locked, labelled container in the fridge.
  - Non-refrigerated medications: In a locked, labelled container in a secure area.
  - All keys will be kept in a separate, inaccessible location.
- Hold current, approved First Aid qualifications as per legislative requirements.
- When administering medication:
  - Check the Authority to Administer Medication, the Medical Management Plan, the prescription label, and the correct dosage.
  - Accurately complete the Medication Record Form.
  - Return all medication immediately to the secure storage area.
  - Follow hand hygiene protocols before and after administration.
- Immediately raise any concerns or uncertainty about administering medication with the Director.
- The Director may contact the family, prescribing medical practitioner, or Public Health Unit if clarification is required before proceeding.
- Ensure that all written instructions match the prescription label and medical advice.

- Request that families provide an English translation of any non-English instructions from the medical practitioner.

## RESPONSIBILITIES OF FAMILIES

Families are expected to:

- Inform educators at enrolment and throughout the year if their child is taking any short-term or long-term medication.
- Complete the Medication Record Form and, where applicable, a First Aid or Risk Minimisation Plan.
- For long-term medication use, collaborate with the Director and medical practitioner to develop a comprehensive Medical Management Plan, to be updated annually or as the child's needs change.
- Ensure all medication is:
  - In the original pharmacy-labelled container.
  - Clearly marked with the child's name, dosage, and expiry date.
  - Only administered to the child for whom it is prescribed.
- Ensure no expired medication is provided to the service.

This policy supports our commitment to maintaining a safe and responsive environment for all children in our care. Through collaboration with families and adherence to best practice, we ensure the wellbeing of children with medical needs is prioritised at all times.

## POLICY REVIEW:

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our school community.

## ACKNOWLEDGEMENT AND APPROVAL:

This policy has been developed in consultation with staff, students, and the broader school community and was approved on \_\_\_\_\_.

## REVISION RECORD

Implemented	November 2024.
Ratified by School Board	
Last Reviewed	3 <sup>rd</sup> July 2025
Next Review	July 2026

