



MEDICAL CONDITIONS POLICY

Purpose

Kilkenny OSHC is committed to providing a safe, inclusive and supportive environment for all children, staff, families and visitors. In accordance with the **Education and Care Services National Law (South Australia)** and **Education and Care Services National Regulations**, Kilkenny OSHC will implement effective procedures to manage medical conditions, allergies and healthcare needs of children.

The service will take all reasonable steps to protect children's health and wellbeing by implementing individual medical management plans, risk minimisation strategies and emergency response procedures.

Scope

This policy applies to:

- Children enrolled at Kilkenny OSHC
- Families and guardians
- Educators, staff, students and volunteers
- Approved Provider and Nominated Supervisor
- Visitors to the service

Legislation and Standards

Kilkenny OSHC will comply with:

Education and Care Services National Law (SA)

- Section 165 – Offence relating to inadequate supervision
- Section 167 – Protection from harm and hazards
- Section 172 – Failure to display prescribed information
- Section 174 – Notification to Regulatory Authority





Education and Care Services National Regulations

- Regulation 85 – Incident, injury, trauma and illness policies
- Regulation 86 – Notification to parents
- Regulation 87 – Incident, injury, trauma and illness records
- Regulation 89 – First aid kits
- Regulation 90 – Medical conditions policy requirements
- Regulation 91 – Provision of policy to families
- Regulation 92–96 – Medication administration requirements
- Regulation 136 – First aid qualifications
- Regulation 162 – Health information in enrolment records
- Regulation 168 – Policies and procedures
- Regulation 170 – Compliance with policies
- Regulation 173 – Display of prescribed information

South Australian Requirements

- Work Health and Safety Act 2012 (SA)
- Child Safe Environments Principles
- Privacy Act 1988

National Quality Standard

Quality Area 2 – Children’s Health and Safety

Kilkenny OSHC will support each child’s health and wellbeing through safe supervision, appropriate risk management and inclusive participation in the program.

Relevant Elements:

- 2.1 Health
 - 2.1.1 Wellbeing and comfort
- 2.2 Safety
 - 2.2.1 Supervision





Duty of Care

Kilkenny OSHC has a legal and ethical duty of care to:

- Provide a safe environment free from foreseeable harm
- Provide adequate supervision at all times
- Respond promptly to medical emergencies
- Maintain confidentiality of health information

Implementation

Kilkenny OSHC will maintain comprehensive procedures to ensure children with medical conditions are safely supported.

The service will:

- Encourage family participation in health and wellbeing planning
- Ensure staff understand individual children's healthcare needs
- Maintain medical documentation securely
- Implement risk minimisation strategies prior to commencement of care

Children with diagnosed medical conditions must not attend Kilkenny OSHC without:

- A current medical management plan
- Prescribed medication where required

This includes life-threatening conditions such as asthma, anaphylaxis and diabetes.

Enrolment Requirements

Kilkenny OSHC will:

- Review enrolment documentation to identify medical conditions
- Request families provide:
 - Medical practitioner contact details
 - Medication requirements
 - Allergy information
 - Medical management plans

Enrolment records will be reviewed annually.





Medical Management Plans

Medical management plans must be developed in consultation with:

- Parents/guardians
- Medical practitioners

Plans must include:

- Child identification and photograph
- Diagnosis and triggers
- Medication and dosage
- Emergency response procedures
- Further treatment steps if symptoms persist
- Medical practitioner details
- Review date

Medical management plans will be stored securely but accessible to authorised staff.

Risk Minimisation Plans

Kilkenny OSHC will develop risk minimisation plans for all children with diagnosed medical conditions.

Risk assessments will consider:

- Food preparation and service practices
- Exposure to allergens
- Participation in activities and excursions
- Hygiene and infection control practices

Risk minimisation plans will be reviewed annually or when medical plans change.





Communication with Families

Kilkenny OSHC will maintain effective communication with families through:

- Written communication plans
- Daily health updates where required
- Meetings with families regarding healthcare needs

Families will be provided copies of relevant medical policies.

Staff Training Requirements

Kilkenny OSHC will ensure:

- At least one staff member with current accredited:
 - First Aid
 - Emergency Asthma Management
 - Emergency Anaphylaxis Management

Staff will receive induction and ongoing professional development.

Best practice includes annual allergy and anaphylaxis training.

Educator Responsibilities

Educators must:

- Follow medical management plans at all times
- Administer medication according to authorisation procedures
- Monitor children for symptoms of illness or allergic reaction
- Notify families immediately of health concerns
- Participate in risk assessment reviews
- Ensure medical plans are taken on excursions and emergency evacuations





In medical emergencies educators will:

1. Follow medical action plans
2. Provide immediate first aid
3. Call emergency services (000) if required
4. Notify parents/guardians
5. Complete incident records

Serious incidents will be reported to the Regulatory Authority within 24 hours.

Medication Administration

Medication will only be administered where:

- Written authorisation is provided
- Medication is prescribed (where applicable)
- Medication is clearly labelled with:
 - Child's name
 - Dosage
 - Expiry date

Medication records must be completed and witnessed by two staff members where possible.

Medication must be stored safely and securely.

Self-Administration of Medication

Children may self-administer medication if:

- Written parental authorisation is provided
- The child is developmentally capable
- Supervision is provided by staff
- Medication administration is recorded





Food Safety and Allergies

Kilkenny OSHC will:

- Follow safe food handling procedures
- Provide allergen awareness training for staff
- Implement allergen risk controls during cooking, celebrations and events

Families will be notified of high-risk activities.

Anaphylaxis Risk Management

Where children are at risk of anaphylaxis:

- Medical plans will be displayed in staff-only accessible areas
- Emergency medication will be stored appropriately
- Anaphylaxis notices will be displayed as required by Regulation 173

Incident and Emergency Procedures

If a medical incident occurs:

Staff will:

- Follow medical management plans
- Provide immediate first aid
- Contact emergency services if required
- Contact families as soon as practicable
- Complete incident records

The Nominated Supervisor will:

- Notify the Regulatory Authority of serious incidents
- Review practices following medical emergencies





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

Privacy and Confidentiality

Medical information will only be shared:

- With parental consent
- When required by law
- In accordance with privacy legislation and Child Safe Environment requirements

Family Responsibilities

Families will:

- Provide accurate medical information
- Provide medication and medical plans prior to attendance
- Notify Kilkenny OSHC of changes to medical conditions
- Provide written authorisation for medical plan display
- Supply sufficient medication supplies

Continuous Improvement

Kilkenny OSHC will review this policy annually and consult with:

- Families
- Children
- Educators
- Management

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

