



BEFORE, AFTER & VACATION CARE

MEDICAL CONDITIONS POLICY

TeamKids, February 2026

FUN

GENUINE

INNOVATIVE

INVOLVED

REMARKABLE

Children's safety, health and wellbeing are of prime importance to all at TeamKids. We have a duty of care to be aware of the needs, health and wellbeing of all children enrolled in our programs.

If a child enrolled in the program has a specific health care need, allergy or relevant medical condition, every effort will be made to manage that condition within the scope of the experience, knowledge and abilities that can reasonably be expected of our educators.

In developing plans for the care of individual children, we will consider the program environment as a whole, the knowledge and skills of educators, the needs of all the children at the program and our ability to adequately cater for specific health care needs. In some circumstances, we may be unable to offer a place to a child because we are unable to reasonably and adequately meet their care needs. In this instance, we will communicate with the family as early as practicable to enable them to make alternate arrangements.

POLICY OBJECTIVES

This policy aims to:

- Ensure children with specific health care needs, allergies or relevant medical conditions are identified and receive appropriate care.
- Identify, and where practicable, act to minimise risk to children.
- Ensure educators are familiar with the medical conditions policy and briefed on risk minimisation and communication procedures where a specific health care need, allergy or relevant medical condition has been identified.
- A copy of this policy will be provided to all parents/guardians who identify their children with a diagnosed medical condition. (R91)
- Ensure that an educator will be rostered on at the service at all times who has current qualifications in first aid, anaphylaxis and asthma (R136)
- Ensure that educators can respond to the needs of any child who has breathing difficulties.
- Raise awareness about medical conditions such as asthma, allergies and anaphylaxis amongst the service community and children in attendance.
- Support allergy awareness in relation to Food Safety.

PROCEDURES

The Service Will:

- Assess the ability of the educators to care for the specific healthcare need, allergy or relevant medical condition
- Ensure that detailed information is gathered regarding the specific health care need, allergy or relevant medical condition of the child.
- Ensure that detailed information is communicated to staff and educators via the enrolment form and other relevant documentation.
- Detail the location of the medication, medical management plan and the risk minimisation & communication plans and other relevant information, during educator mini-meetings to ensure all educators are aware of their location. A medication box, clearly labelled, will be maintained out of reach of all children. A separate box will include the medication wallets for each child with a diagnosed medical condition, attending the service for that session, if medication is required. Educators will be shown where this is located on their first shift at the service.

- In relation to the risk of anaphylaxis, the service will ensure all relieving and new educators are aware of:
 - The symptoms of an anaphylactic reaction.
 - The child at risk of anaphylaxis.
 - The anaphylactic child's allergies.
 - Where the anaphylaxis action plan is located.
 - Where the auto-injection device kit is located.
- Ensure that a medical management plan is received from the families. This medical management plan will include a joint risk minimisation and communication plan is prepared in partnership with the family/guardian, with both being maintained in the child's enrolment record and available to educators who can respond to the needs of the child.
- Where appropriate, provide specific training and support to educators, so they are confident in their ability to respond to the needs of the child. For example, specific training may be required for conditions such as diabetes and epilepsy to meet children's individual needs.
- Have anaphylaxis information and awareness posters displayed within program venues.
- When it is not possible to make the reasonable adjustments to meet specific elements of care needs of the child, communicate challenges/difficulties with the family promptly to ensure that the family is able to understand why the service is unable to provide specific care elements for the child.
- TeamKids does not permit children to self-administer medication unless directly supervised. Any medication, including Ventolin, to either be administered by or in the presence of staff. The medication name and the dosage will then be recorded in a medication record.
- Ensure that educators, volunteers, staff members and families are aware of the medical records and the processes of managing these are adhered to.
- Ensure this policy is provided to parents of children with an identified specific health care need, allergy or relevant medical condition. (R91)

EDUCATORS WILL:

- Develop a risk minimisation and communication plan relating to the specific need in partnership with family/guardians. This combined plan, along with the medical management (action) plan is designed to: Identify possible risks and enable risk minimisation strategies to be put in place and identify whether specific safe food/other practices need to be developed.
- Ensure the child does not attend the service without relevant medication that may be required. This must be within its expiry date, with the child's name clearly visible and in the original container that it was purchased/provided in.
- Ensure an emergency puffer, e.g. Ventolin and Epipen is kept in the First Aid Kit and is in its original container, within its use by date and has the name TeamKids clearly written on it.
- Ensure children who need to self-administer know that medication is only to be administered when supervised by a staff member.
- Record any medication and the dosage in a medication administration record when administered, checking that the medication is within its expiry dates. Include the required information of a medication administration record, including the name and signature of the educator that witnessed the administration of the medication, as per the Administration of Medication policy.
- Notify parents of known allergens that may pose a risk to the child and ensure the risk assessment addresses strategies to minimise this risk.

Operations

In the situation where a child who has not been diagnosed with an allergy or asthma, but who appears to be having an allergic/anaphylaxis or asthmatic reaction:

- Call an ambulance immediately by dialling 000 and follow their specific instructions.
- Commence first aid measures as recommended by the operator on 000 that may include administration of the service asthma puffer or the service EpiPen.
- Contact the parent/guardian/authorised nominee.
- Complete the medication administration record.

At all times:

- Ensure all educators, staff and volunteers can identify the child and are aware of the medical conditions of children in attendance. All educators must sign the printed roll for the day, that includes details of children with medical conditions, court orders and other notes such as dietary preferences and behavioural concerns.
- The Director of Service / Responsible Person will ensure all educators are aware of where medications are located at all times.
- Active supervision will be used at all times to monitor the condition of children with medical conditions.
- If the service puffer and/or spacer are used the following cleaning process must be followed:
 - Remove metal canister.
 - Wash in warm, soapy water and allow to air dry.
 - Wipe down with an alcohol swab when dry.
- Supervise mealtimes to see that all children with food allergies, only eat food that is prepared specifically for them. Lunch boxes and drink bottles provided by parents for the child should be clearly labelled with the child's name.
 - Before and After School Care services, children are provided with breakfast and afternoon tea
 - In Vacation Care periods, children are provided with morning and afternoon tea and children bring their own lunch from home.
- Educators will ensure children with known allergies do not consume food/drink they are not able to consume.
- Ensure tables, and bench tops are wiped with warm soapy water and/or sanitised before and after eating.
- Follow the medical management plan in the event of an incident relating to the specific health care need, allergy or relevant medical condition.

Training

- Ensure that all educators are familiar with risk minimisation procedures relevant to the specified need.
- Discuss participation in any cooking activities with parent/guardian if there are any concerns about ingredients used. Carefully consider the selection of ingredients for cooking activities to minimise potential risk to children.
- Be aware of where to locate the medical management plan and the risk minimisation and communication plans, for quick reference at any time.
- Follow appropriate procedures as defined in relevant policies if the specific health care need, allergy or relevant medical condition is Asthma, Anaphylaxis, Epilepsy, Diabetes or an allergy.

- Seek further information, training or support, if necessary, to manage the specific health care need, allergy or relevant medical condition.
- The service Medical Conditions Policy will be maintained in the medications box, for educator reference at any time.

Supervise

- Ensure there is no trading or sharing of food, food utensils or containers for any children.
- Ensure hand washing for all children before and after eating
- Document any changes/concerns/observations regarding the child's needs

FAMILIES WILL:

- Identify their child's additional/medical/behavioural need on their child's enrolment form. Failure to do so may result in the service cancelling the child's booking. The service is unable to meet specific health needs where these are not disclosed and where educators are unable to plan for them within the context of our service.
- Provide the service with a detailed medical management (action) plan for the specific allergy or relevant medical condition. These will be reviewed at least annually, to ensure they are current or more regularly if the child's condition changes and this review will be included within the communication plan
- Ensure that the child attends the program with all medications and equipment appropriate to respond to the specific health care need, allergy or relevant medical condition as this is documented in the medical management plan.
 - Ensure all necessary medication is handed to staff upon arrival for the session. If the child is coming from school, the parent/family, will ensure the medication is delivered to the service either before the child attends, or is brought with the child.
 - Agree that the child cannot attend the program without all medication and equipment identified in the medical management plan (action plan).
 - Medication provided to the service, will be in its original container, within its expiry date and with the child's name clearly on the medication.

Communication

- Agree to develop a risk minimisation and communication plan in collaboration with educators before their child attending the program.
- Inform educators of any changes to their child's specific allergy or relevant medical condition in writing.
- Support the program in their efforts to minimise risk and care for their child by:
 - Ensuring all information is accurate and current
 - Providing medications within their expiry date, equipment and relevant health information for their child to the service and update these when medications expire.
 - Communicating openly and honestly with educators in the reflection of the service communication plan.
 - Assisting in the development of risk minimisation and communication plans
 - Respond to the requests of educators where those requests pertain to the care needs of their child.

Communication Plan (provided with Risk Minimisation Plan)

The purpose of this communication plan (Reg 90) is to ensure that there is a clearly defined process for:

- Staff members, educators and volunteers to be informed about policy, medical management plans and risk minimisation & communication plans and procedures.
- Parents and families to communicate changes/needs to educators about medical management plans, risk minimisation & communication plans or their child's health and wellbeing in general.
- This communication plan comes into effect when a child enrolled in the program is identified as having a specific allergy or relevant medical condition.

Communication plan for parents:

- All requests for care for significant health care needs must be forwarded to the TeamKids office so that appropriate arrangements and training can be considered.
- Such requests should occur a minimum of four weeks before the commencement of the care. This ensures there is ample time to plan for each child's needs.
- The office can be contacted from 9.00 am – 5.00 pm on weekdays, excluding public holidays on 1300 035 000 or via info@teamkids.com.au.
- Once your child's specific needs have been discussed the management team will inform you of the next steps to be taken.

Once care for a child has been approved:

- During program sessions, families/guardians can liaise directly with the Director of Service / Responsible Person either onsite, through the TeamKids customer service team during school holidays or via the appropriate program mobile number during before and after school care periods.
- Concerns or questions specific to the management of the allergy or relevant medical condition at the program site should be discussed with the Director of Service / Responsible Person
- If concerns have not been adequately addressed families/guardians may discuss the matter with the TeamKids Customer Service Team

Communication plan for the service:

- All medical, health or allergy info and alerts sheets held by the service will be in date and parents will be asked to review these annually, which is then recorded on the medical conditions' tracker at the service and on the communication plan.
- When medical management plans, risk minimisation & communication plans and contact forms are due to be updated, the service will communicate this to the parents in person, by telephone or via email.
- When the enrolment forms indicate changes to a specific allergy or relevant medical condition the parent/guardian will be contacted to confirm specific details.
- Educators, staff members and volunteers will be informed during team meetings about policy, medical management plans and risk minimisation & communication plans to be developed.
- Educators will be informed of the children attending with medical conditions that require medical management plans and risk minimisation strategies through a daily medical roll list at the beginning of each session (which they are required to sign to acknowledge).
- Director of Service / Responsible Person will be required to inform their educator teams of specific health care needs, allergies or relevant medical conditions they must be aware of at the service – this can happen during site-specific sessions at the team meeting, during program set-up or at the beginning of a educators first shift at the program.

- All educators, staff members and volunteers are to liaise with the Director of Service / Responsible Person during program sessions or our Customer Service team at any time if they have any concerns regarding these matters.

Medical conditions refer to any condition diagnosed by a medical practitioner, including the risk of anaphylaxis, allergy, diabetes and epilepsy. Further details of each condition are listed below:

Anaphylaxis

- Anaphylaxis is a severe, life-threatening allergic reaction. The most common causes in young children are eggs, peanuts, tree nuts, fish or seafood, cow's milk, bee or other insect stings, and some medications. Some fruits, most notably kiwi fruit, strawberries and figs, can also cause severe allergic reactions.
- Young children may not be able to express the symptoms of anaphylaxis. A reaction can develop within minutes of exposure to the allergen, but with planning and training, a reaction can be treated effectively by using an adrenaline auto-injection device such as an EpiPen®.
- TeamKids recognises the importance of appropriate training for educators responsible for the care of children at risk of severe allergic reactions and/or anaphylaxis.
- Training includes preventative measures to minimising the risk of anaphylaxis, recognition of signs and symptoms of anaphylaxis and administering appropriate emergency treatment, including the effective use of an adrenaline auto-injection device.
- Educators and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. Educators should not have a false sense of security that an allergen has been eliminated from the environment. Instead, TeamKids recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the service.

Asthma

Children with asthma have sensitive airways in their lungs. When exposed to certain triggers, the airways can narrow and make breathing difficult. Symptoms usually include coughing, wheezing, shortness of breath or rapid breathing. Asthma can range from mild to severe – some children rarely need medication, others require it every day, but with proper care, most children can control their asthma. Understanding the nature of a child's asthma is crucial, but it is important to note that the onset of asthma can occur at any time. Families and educators will share the responsibility of managing a child's asthma by working collaboratively to minimise risks to the child, understanding asthma triggers and ensuring ongoing communication regarding the child's health needs. TeamKids is committed to providing, as far as is practical, a safe and healthy environment for children who have asthma so that they can participate equally in the program.

Diabetes

Diabetes is a serious, complex condition which can affect the entire body. It is caused by having too much sugar – also called glucose - in the bloodstream. Diabetes requires daily self-care and if complications develop, diabetes can have a significant impact on quality of life and can reduce life expectancy. There are different types of diabetes; all types are complex and serious. The three types of diabetes are Type 1, Type 2 and gestational diabetes. Young people with diabetes can participate fully in school life.

However, there are aspects of school life that can affect diabetes, for example, sports, break times and camps. Educators will work together with families and the child; to meet their medical needs as required.

Epilepsy

Epilepsy is a disorder of the brain function that takes the form of recurring convulsive or non-convulsive seizures. Epilepsy is not just one condition; rather it is a diverse family of disorders comprising many seizure types.

Seizures can be subtle causing momentary lapses of consciousness, or conspicuous causing sudden loss of body control. Seizures are episodic and unpredictable and may occur as frequently as every day, or just occasionally in a lifetime.

Medication required for children diagnosed with epilepsy will be provided according to their daily medication authorisation record and in the case of a seizure, according to their medical management plan. Educators may require further training specific to their child's needs about epilepsy.

DEFINITIONS IN POLICY

Allergen: A substance that can cause an allergic reaction.

Allergy: An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

Allergic reaction: A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.

Anaphylaxis: A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

Anaphylaxis Action Plan: a medical management plan prepared and signed by a Registered Medical Practitioner providing the child's name and allergies, a photograph of the child and clear instructions on treating an anaphylactic episode. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan. This plan will be updated annually by a registered medical practitioner to ensure that listed information is current to the child's needs.

Auto-injection device kit: An insulated container, for example an insulated lunch pack containing a current adrenaline auto-injection device e.g. (**EpiPen® or Anapen®**), a copy of the child's anaphylaxis medical management action plan, and telephone contact details for the child's parents/guardians, the doctor/medical service and the person to be notified in the event of a reaction if the parent/guardian cannot be contacted. If prescribed, an antihistamine may be included in the kit. Auto-injection devices are stored away from direct heat. A texta to write details of any medication administered to child in the event of a reaction is also a useful inclusion in the kit.

EpiPen®: This is one form of an auto-injection device containing a single dose of adrenaline, delivered via a spring-activated needle, which is concealed until administered. Two strengths are available, an EpiPen® and an EpiPen Jr®, and are prescribed according to the child's weight. The EpiPen Jr® is recommended for a child weighing 10-20kg. An EpiPen® is recommended for use when a child is more than 20kg.

Anapen®: This is another form of an auto-injection device containing a pre-filled needle syringe combination which delivers adrenaline intramuscularly.

Communication plan: A plan that forms part of the policy outlining how the service will communicate with parents and educators about the policy and how parents and educators will be informed about risk minimisation plans and emergency procedures when a child diagnosed at risk of anaphylaxis is enrolled in the service.

Risk minimisation: The implementation of a range of strategies to reduce the risk of an allergic reaction including removing, as far as is practicable, the major sources of the allergen from the service, educating parents and children about food allergies and washing hands after meals.

Risk minimisation plan: A plan specific to the service that specifies each child's allergies, the ways that each child at risk of anaphylaxis could be accidentally exposed to the allergen while in the care of the service, practical strategies to minimise those risks, and who is responsible for implementing the strategies. The Risk Minimisation Plan should be reviewed at least annually.

Special events box: Non-food rewards, for example, stickers, stamps and so on are to be encouraged for all children as one strategy to help reduce the risk of an allergic reaction.

REFERENCES

TeamKids medical conditions policy endeavours to adhere to the Asthma Foundation asthma management guidelines.

- Asthma Australia: www.asthmaaustralia.org.au
- Diabetes Australia: <https://www.diabetesaustralia.com.au/school>
- Epilepsy Australia: <http://www.epilepsyaustralia.net/>

ACECQA National Quality Framework Resource Kit (2012)

Quality Area 2 – Health and Safety

Quality Area 7 – Leadership and Service Management

Education and Care Services National Regulations (2011), R 73, 74, 75, 177 & 185

Education and Care Services National Law Act (2010), S 165

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