

Operational Policy OP017-V1.14		
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	Revision: 8 th April 2026	
This policy supports reg 168 2 (d) dealing with medical conditions in children, including the matters set out in regulation 90		

POLICY

This policy is to ensure the safe management and care of children with medical conditions at Camp Australia (CA) services, including asthma, diabetes and anaphylaxis.

Camp Australia will work closely with children and parents and where relevant schools and other health professionals to manage medical conditions of children attending our services.

This policy applies to all CA educators, the responsible person and the nominated supervisor/s, parents/guardians and children enrolled at CA services. It also covers the processes for self-administration of medication by children over preschool age, where this has been approved by the nominated supervisor.

A copy of this policy is available on the CA website and through the parent portal.

Parents are required to list their child’s medical conditions in the child’s enrolment information. Current, accurate and complete documentation must be uploaded to the child’s enrolment before the child can attend care. Relevant medication and medical items must be provided by the parent to the responsible person before the child can attend care. If current, accurate and complete documentation, relevant medication and medical items are not provided, the child will be unable to attend care at the service.

STRATEGIES

Management of Children’s medical conditions - *Medical Documentation*

Medical documentation is essential for the safe management of care of children with medical conditions. Educators who hold current first aid qualifications (including emergency asthma and anaphylaxis management) will ensure that medical management plans are followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

Camp Australia uses the following documents supplied by the parent or created with the service leader to manage the care for children with medical conditions:

Action Plan:

A medical action plan typically describes how the child’s condition presents, signs/symptoms and required responses. Usually an emergency response. They are endorsed by the child’s medical practitioner and need to be current.

Medical Management Plan:

A child’s Medical Management Plan (MMP) typically tells us how to care for your child’s condition day to day. For example, a child with diabetes may have an MMP describing how the child’s blood sugar is to be monitored. MMP are preferably endorsed by the child’s medical practitioner and need to be current.

In the instance that a management plan is unable to be provided, the parent of the child will be required to discuss details of support required with service staff and this information will be recorded as part of the child’s General Conditions Risk Minimisation and Communication Plan.

Risk Minimisation and Communication Plan:

The Risk Minimisation and Communication Plan shall ensure that all risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimised. This document is to be created by the parent in the portal and then reviewed by the responsible person. There are specific plans for asthma, anaphylaxis, allergies, diabetes, epilepsy and for general medical conditions.

Where a child has a food allergy, the Risk Minimisation and Communication Plan will develop practices and procedures in relation to the safe handling, preparation, consumption and serving of food and strategies for minimising the risk that educators will follow. The service leader is to notify the parent/s of any known allergens present in the service that pose a risk to their child. The Risk Minimisation and Communication plan is to be reviewed when the parent updates the child's enrolment details including if the parent updates the child's medical plan.

Medicine Authorisation forms:

Medicine is defined under the Therapeutic Goods Act 1989 of the Commonwealth (*National Regulations*). Medicine includes prescription, over the counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website <https://www.tga.gov.au/>. All therapeutic goods listed on the Australian register are considered medicines and will require authorisation for self-administration or administration by educators during session times.

Camp Australia's Administration of Medication policy outlines how medications will be administered during service operational hours, this policy is supported by the medicine authorisation forms and medicine administration forms. When applicable, one or more of these forms are filled in by the parent and service leader.

Communication Log:

Where necessary, a Communication Log (FM019) will be created for each child with a medical or general condition where an educator will record matters related to the care of the child. FM019 Communication Log can be download by an educator via One Team.

A child's Communication Log is to be used to record updates to care needs provided by the child's parent. It should also be used to record updates provided to other educators regarding these changes.

While the child is in attendance this Communication Log can also be used to record details of any additional support measures provided, details of sleep/rest periods and any other information relevant to the child's health and wellbeing that is to be shared with the child's parent.

The Management of Asthma:

In services where children have asthma, educators are made aware of the condition and the child's action plan by the responsible person. The child's medication is keep in an accessible location. An educator with Asthma first aid training will be at every session of care.

The Management of Anaphylaxis:

Camp Australia services implement an allergy aware approach to preventing and managing anaphylaxis. We ensure all educators know which children are at risk of anaphylaxis and understand that unexpected allergic reactions, including anaphylaxis might occur for the first time in children not previously known to have an allergy. An educator with anaphylaxis first aid training will be at every session of care. When children at risk of allergies are enrolled at the service, we ensure that a notice is displayed on the service board informing families and visitors that a child attends the service who is diagnosed as being at risk of anaphylaxis. For children with food allergies, our risk minimisation strategies are listed in our Nutrition Food and Beverages policy.

Where a child is at risk of anaphylaxis, educators will follow the child's anaphylaxis management plan for how the condition presents and the signs and symptoms that child may experience.

The Management of Diabetes:

Where a child has diabetes, the responsible person will work with the parents to understand the child's management and action plans. Where required, educators will undergo child specific training to manage the condition. Further information on managing diabetes and insulin administration can be found in the Administration of Medication policy.

Self-Administration of Medication

While Camp Australia's preference is for educators to administer medications to children in attendance, a parent may make a request for their child to be approved to self-administer their own medication during session time while under the supervision of an educator. Requests for self-administration of medication will be reviewed on a case-by-case basis and will take into consideration the type of medication involved, the administration method, the child's age, abilities and level of confidence with the process.

If this request for the child to self-administer is approved by the regional manager, in consultation with the service leader, this will be noted on the medicine administration form and the parent and child will be informed. Alternatively, if the request is determined to pose a higher than acceptable risk, the parent of the child will be contacted and as per our Acceptance and Refusals of Authorisation policy and this request will not be approved.

In the event that an approved child becomes unable to self-administer medication (for example during a medical emergency) then educators will support the child by administering medications as per their action plan.

Complex needs

Where a child has a complex or extreme medical condition—the Regional Manager and General Manager will review the situation on a case-by-case basis to determine whether the service can safely care the child.

Responsibility of parents:

- agree to Camp Australia's terms and conditions to provide the lawful authority to care for the child should emergency services be required.
- upload current, correct and complete medical documentation for the child. Where changes are required to any part of the child's medical management, provide updated/new medical documentation. Provide updated action plans every 12 months or at the time of the medical practitioner's recommended review or sooner should there be a change to any part of the plan.
- ensure child's medication and any other required medical items is at the service every time the child attends the service and follow Camp Australia's Administration of Medication policy.
- hand medications directly to a responsible person or nominated supervisor. Medication of any kind is never to be left in a child's bag.
- be available to meet, prior to care, with the coordinator to complete the child's Risk Minimisation and Communication plan.
- provide instructions for the educators in the management of a medical condition where necessary.
- contact the responsible person rather than the child directly for all instructions where children carry mobile phones to manage their medical condition.

The responsible person must:

- prior to a child's first session of care, check the child's enrolment details for medical conditions and follow PN035 Identify Medical Needs of Child, Educators and Service.
- where the responsible person is made aware an existing enrolled child has a new medical or general condition follow PN035 Identify Medical Needs of Child, Educators and Service.
- instruct and show all other educators at the service how to access medical documents on the service tablet for children with medical conditions.
- print and have easily accessible, for those who are authorised, medical action plans with the child's photograph, and ensure other educators caring for the child are aware of them. The medical action plan might be displayed on a wall.
- keep medicine administration forms in the child's file and ensure educators caring for the child are aware of where they are.
- keep child's medications and medical equipment labelled and ensure educators caring for the child are aware of where they are stored.
- review the attendance rolls daily and advise all educators working at the service of any children who have medical, general conditions or anaphylaxis who are attending the session of care.
- ensure the anaphylaxis notification sign is displayed on the Service Display Board by the time the child who has anaphylaxis attends the service.
- communicate any concerns to the parent about the child's medical condition and document in the child's FM019 Communication Log.
- communicate to educators which children have medical conditions and any changes to the child's medical care and document this conversation in the child's FM019 Communication Log.
- communicate any concerns to the parents if the child's medical condition is limiting the child's ability to participate in any of the program activities.
- attend further external training to support the requirements of the medical condition where required. This will be reviewed case by case by the regional manager and general manager.
- if a request to self-administer is made the service leader will contact the regional manager to review and discuss the response given to the parent.
- for an incident or illness related to the child's medical condition, educators will submit an Incident, Injury, Trauma or Illness form.

The nominated supervisor must:

- be aware of medical conditions during service visits.
- ensure their educators are provided with adequate training to care for children at their service with medical conditions.
- support the responsible person to review cases where a request to allow a child to self-administer is made by a parent and seek the advice of the general manager when a clear decision cannot be made.

- contact the parent of the child to discuss the outcome of the review and if appropriate sign off approval for the request for the child to self-administer.

In the case where a child's action plan is enacted:

The responsible person must:

- immediately contact emergency services, apply first aid if appropriate.
- then, contact the child's parent, if the parent is unable to be contacted, contact a person who is authorised to be contacted in the case of an emergency who is listed in the child's enrolment record.
- then contact the regional manager who will determine if the general manager is to be contacted.
- follow operation policy OP010 Serious or Fatal Incident and PN030 Serious Incident Reporting.
- document all action taken on Camp Australia's Incident, Injury, Trauma or Illness form.
- where required, educators and children will be provided with appropriate counselling or support.

External Information References:	
Education and Care Services National Law 2010	Section 2A Paramount Consideration – safety rights and best interests of children 51 Conditions on service approval (1) A service approval is granted subject to the condition that the education and care service is operated in a way that— (a) ensures the safety, health and wellbeing of the children being educated and cared for by the service;
Education and Care Services National Regulations 2011	Regulation 90 Medical conditions policy Regulation 91 Medical conditions policy to be provided to parents Regulation 95 Procedure for administration of medication Regulation 96 Self-administration of medication Regulation 168 Education and care service must have policies and procedures
Therapeutic Goods Administration	https://www.tga.gov.au/
National Quality Framework	QA2 Children Health and Safety QA7 Governance and Leadership