

4.11 CKC Emergency Health and Medical Procedure Management Policy

The service recognises that occasions may arise where emergency management procedures may need to be implemented to preserve the health and safety of children and staff. Such emergency management applies to situations where a parent / carer / guardian requests the service in writing to administer prescribed medication as directed by a medical practitioner, and/or assist with managing a specific health condition as well as where a particular emergency first aid response is needed.

In emergency situations, educators may be required to administer medication to preserve the life, safety and health of a child. These emergencies may occur for children with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication for asthma, prescribed medications for epilepsy, diabetes and/or anaphylaxis. Medications for diabetes and anaphylaxis are usually injected by a pen device and are not intravenous.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Health (Drugs and Poisons) Regulation 1996*
- *Work Health and Safety Act 2011*
- *Family and Child Commission Act 2014*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- *Policies: 4.6 – Medication, 4.10 – Anaphylaxis Management, 4.15 – Asthma, 9.2 – Enrolment, 10.8 – Information Handling (Privacy and Confidentiality), 10.9 – Risk Management and Compliance.*



Procedures

All educators shall have access to information about the children's medical conditions, medication and management procedures required.

Written procedures (medical management plan) shall be clearly displayed for managing emergency situations which shall include information about:

- Contact numbers for family, medical practitioner and ambulance;
- Triggers, reactions, warning signs and symptoms of possible emergency;
- Instructions on first aid management from medical practitioner or recognised authority; and
- Medication requirements, dosage and method of administration.

Children may have a personal medical management plan (maintained confidentially) which would include further information such as:

- Guidelines for participation in specific activities if required, such as swimming or high level physical games and activities;
- Contact details and parent / carer / guardian consent forms as required;
- Medical practitioner consent forms as required; and

- Medication administration documentation,
- Medical communication plans

The service will ensure that at least one educator with a current first-aid and CPR qualification, anaphylaxis management and emergency asthma management training as required by the *Education and Care Services National Regulations 2011*, is in attendance at any place children are being cared for, and immediately available in an emergency, at all times care is being provided by the service.

Medication shall be taken as required on excursions in an appropriately secured/locked container readily accessible to administering educators.

Steps to follow in the event of a medical emergency will be clearly documented and displayed. This includes emergency asthma and anaphylaxis generic plans and flow chart 4.5.1. Educators practice the administration of epi / ana pens regularly

In the event of emergency first aid being required, procedures as set out in the Illness, Injury or Trauma Policy (see 4.5.1 and Policy 4.5) will be followed.

Relevant records and reports regarding implementing emergency health and medical procedures shall be completed by the administering educator immediately following an incident and handed to the Coordinator.

The approved provider and authorized supervisor shall ensure that notifications as/when required are lodged with relevant authorities within the required time frame.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	October 2021	October 2021
		September 2022	April 2023
		September 2025	November 2025