

# UNPACKING REGULATION 90 MEDICAL CONDITIONS POLICY

## POLICY PROCEDURES & PRACTICE IN RELATION TO REGULATION 90






- 1 Policy:**  
Every service is required to have established procedures for managing medical conditions. These must include having a medical management plan, a risk minimisation plan and communication plan.
- 2 Procedure:**  
For each child enrolled with a medical condition, you must have a Medical Management Plan, a Risk Minimisation Plan and Communication Plan that detail the service's procedures.
- 3 Practice:**  
All staff and volunteers at the service must be advised of procedures in place to manage children's medical conditions.



### Definition of medical condition -

A 'medical condition' is a condition that has been diagnosed by a registered medical practitioner (a person registered under the Health Practitioner Regulation National Law to practice in the medical profession, other than as a student). Reference: [Guide-to-the-NQF- March-2023.pdf](https://www.acecqa.gov.au/Guide-to-the-NQF-March-2023.pdf) ([acecqa.gov.au](https://www.acecqa.gov.au))

Let's unpack this ←

-  Every child diagnosed with a medical condition must have a Medical Management Plan provided by the family and signed off by a doctor or medical professional.
-  Each child's medication listed on the medical management plan must be easily accessible by staff at the service and on excursions. Medication must be in date and the Medical Management Plan must be followed.
-  Services develop and implement procedures on how they reduce the risk and communicate this information. These strategies, in consultation with the child and their family, are documented in a Risk Minimisation Plan and Communication Plan.
-  All staff and volunteers must be informed of the child's medical condition, risk minimisation and communication plan. Effective systems must be in place to ensure these procedures form part of onboarding new staff, including casuals.
-  The Medical Conditions Policy is reviewed regularly in consultation and must be readily available and provided to families.



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## WHAT IS A...

### Medical Management Plan

A document prepared and signed by a registered medical practitioner. The plan describes symptoms and causes of the medical condition and provides clear instructions on how to manage the medical condition in the context of the OSHC service, including any required medications and administration instructions. The Medical Management Plan must show the child's name and a photograph for identification. The use of a clear, up-to-date colour photo is recommended.



### Risk Management Plan

A document prepared by the service, in consultation with the child and their family, for the child's diagnosed medical condition. The purpose of the Risk Minimisation Plan is to:

- Ensure the risks relating to the child's medical condition are assessed, minimised or eliminated where possible.
- Identify the strategies to minimise or eliminate any known allergens relating to the child's medical condition.
- Outline the procedures for safe handling, preparation and consumption of food, if relevant.
- Ensure that, if the child has medication prescribed for their health need, the medication is onsite and available when the child is attending, including while on excursions.
- Ensure that all staff and volunteers can identify the child, understand their medical management and, if relevant, know where their medication is.
- Ensure instructions for prescribed medications are clear, communicated and documented for medications administered outside of the service. In relation to the specific medical condition, ensure risk minimisation plans address this and staff are aware of all prescribed medications as part of the management plan.

### Communication Plan

A plan in place when a child is diagnosed with a medical condition or specific health need. The plan outlines how:

- The service will communicate with families and staff in relation to the medical conditions policy.
- Families and staff will be informed about risk minimisation strategies and emergency procedures that must be followed for the child.
- Families can communicate any changes to their child's medical management plan.
- Changes will be communicated to staff to ensure children's health needs are being met.



*REMEMBER: Families and children are to be consulted in the development of procedures for communicating, managing and minimising risks relating to specific medical conditions.*