	Management Area: Children's Services	Version No: 8.0 Pages: 7 Approval Date: 19/06/2023 Procedure Approver: Head of Children's Services
	Category of Procedure: Operational	
Procedure Title: Managing Medical Conditions Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Managing Medical Conditions Procedure

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1. Purpose

To provide a safe, healthy, and inclusive environment for all families and children who are enrolled in our Education and Care service. This procedure will provide clear guidelines for families and educators when dealing with medical conditions including, but not limited to, asthma, allergies, anaphylaxis, and diabetes.

2. Scope

The scope of this procedure applies to all Board members, Sub Committee members, educators, and volunteers. This procedure applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this procedure.

3. Procedures

If a child enrolled has a specific health care need, allergy or diagnosed medical condition, families will be required to provide a current medical management plan authorised by a medical practitioner prior to commencement of care. Families will provide the required medication, in the original container with the original label and not past the expiry date, at any time the child will be in attendance. In instances where half or quarter tablets are required to be administered, these must be provided to the service, pre-cut, in a blister pack, with the appropriate pharmacy label, meeting the requirements above.

Asthma Australia has advised that Salbutamol is the active ingredient in Airomir, Asmol, Ventolin and Zempreon Inhalers, and as such, they are interchangeable. Pharmacists may choose to provide an alternative from that listed on the Asthma Management Plan, for various reasons. Any of the previously listed interchangeable medications will be accepted.

For medications such as antihistamines and methylphenidate, substitutes are not accepted. The medication must match what is listed on the child's plan.

Should educators require specific training to administer medication or other requirements relating to the care needs of the child, this will be conducted prior to the child attending.

Families must ensure the Education and Care Service is provided with up-to-date medical management plans and in date medication at any time the child will be in attendance.

Up-to-date medical management plans are taken to be up-to-date as long as they have not exceeded the review due by date. In relation to ASCIA Action Plans, these are taken to be up-to-date as long as they are no more than six months past the recommended date of review. Once they have reached six months past the recommended date of review, a new plan is required. For extenuating circumstances when families are unable to see their health care professional within this time frame, the Nominated Supervisor may accept written confirmation from the family of their next appointment date with their doctor or health care

professional. Once this date has been reached, families must supply the up-to-date medical plan prior to their child attending.

The medication will be stored in a location that is known to all educators and is easily accessible to adults but inaccessible to children. The medication will be stored with the medical management plan.

A Risk Minimisation and Communication Plan is to be completed by the Nominated Supervisor in conjunction with the family. During the development of the plan, families will be notified of any known allergens that may pose a risk to their child's health. The plan will identify potential risks and the strategies to minimise the risks. When relevant strategies will include practises for the safe handling, preparation, consumption, and service of food. Parents can communicate updates by sending an email to the service or speaking with an educator.

The Nominated Supervisor will ensure all medical condition information is shared with all educators.

ANAPHYLAXIS MANAGEMENT
The Nominated Supervisor will ensure there is an educator in attendance and immediately available in case of emergency who has undertaken approved Anaphylaxis Management training.

If an enrolled child is diagnosed with Anaphylaxis, the Nominated Supervisor will ensure a notice is displayed prominently at the main entrance stating an enrolled child is at risk of Anaphylaxis.

ANAPHYLAXIS EXCURSION REQUIREMENTS
When an enrolled child at risk of Anaphylaxis is attending an excursion, the Responsible Person will be required to transport the adrenaline auto-injection device and medical management plan.

MANAGING AN ANAPHYLACTIC REACTION
The suitably qualified educator trained in Anaphylaxis Management will follow the medical management plan and implement immediate first aid in the event of an allergic reaction of an enrolled child diagnosed at risk of Anaphylaxis. This educator will always remain with the child.

Another educator will immediately call an ambulance by dialing 000 from a landline or 112 from a mobile phone.

The family or emergency contact will be notified.

The Nominated Supervisor or Responsible Person will contact their direct line manager as per Critical Incident Reporting Procedure.

If you suspect an enrolled child who has not been diagnosed with Anaphylaxis is having a severe allergic reaction call an ambulance immediately and follow their instructions.

ASTHMA MANAGEMENT
The Nominated Supervisor will ensure there is an educator in attendance and immediately available in case of emergency who has undertaken approved Asthma Management training.

ASTHMA EXCURSION REQUIREMENTS
When an enrolled child diagnosed with Asthma is attending an excursion, the Responsible Person will ensure the relevant medication and management plan is transported with the child.

MANAGING AN ASTHMA ATTACK
The suitably qualified educator trained in Asthma Management will follow the medical management plan and implement immediate first aid in the event of an asthma attack of an enrolled child diagnosed with Asthma. When administering asthma inhalers, staff must follow the child's medical plan. If the instruction differs on the asthma inhaler and the medical plan, the medical plan is the instruction to follow. This educator will always remain with the child.

The family or emergency contact will be notified of the child's condition.

The suitably qualified educator will continue to monitor the child's condition and the treatment administered as per the medical management plan.

If at any time you suspect the child is having a life-threatening attack call an ambulance immediately by dialing 000 from a landline or 112 from a mobile phone.

The Nominated Supervisor or Responsible Person will contact their direct line manager as per Critical Incident Reporting Procedure.

DIABETES MANAGEMENT
The Nominated Supervisor will meet with the family prior to the commencement of care to discuss how the family and child manage their diabetes at home.

DIABETES EXCURSION MANAGEMENT
When an enrolled child diagnosed with Diabetes is attending an excursion, the Responsible Person will ensure the relevant medication and management plan is transported with the child.

MANAGING HIGHS AND LOWS (AS PER MEDICAL MANAGEMENT PLAN) If there are low blood glucose levels – Hypoglycemia.

- Give food or drink containing sugar by mouth.
- Notify family or emergency contact.
- If no response in 10 to 15 minutes repeat treatment.

If there are high blood glucose levels – Hyperglycemia.

- Give nothing.
- Notify family or emergency contact.

ALLERGY MANAGEMENT
The Nominated Supervisor will meet with the family prior to the commencement of care to discuss how the family and child manage their allergy at home.

ALLERGY EXCURSION REQUIREMENTS
When an enrolled child diagnosed with an allergy is attending an excursion, the Responsible Person will ensure the relevant medication and management plan are transported with the child.

MANAGING AN ALLERGIC REACTION
The suitably qualified educator will follow the medical management plan and implement immediate first aid in the event of an allergic reaction of an enrolled child diagnosed with an allergy. This educator will always remain with the child.

The family or emergency contact will be notified of the child's condition.

If at any time you suspect the child is having a life-threatening reaction call an ambulance immediately by dialing 000 from a landline or 112 from a mobile phone.

The Nominated Supervisor or Responsible Person will contact their direct line manager as per Critical Incident Reporting Procedure.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements. To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.

Nominated Supervisor	Nominated supervisor/service management will oversee the implementation and service adherence of the procedure. Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this procedure and implementing strategies to help prevent non- compliance with this procedure. Responsible for ensuring suitable resources and support systems to enable compliance with this procedure. Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.
All employees, volunteers & students	Responsible for meeting the requirements outlined in this procedure. Responsible for raising concerns or complaints in accordance with this procedure.

5. Key Relevant Documents

- Managing Medical Conditions Policy
- Risk Minimisation and Communication Plan
- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standard

6. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

7. Version History

Version	Date	Description of changes	Effective Date	Review Date
3.0	08/05/2018	Inclusion of allergy management in Purpose. Additional supporting documents: Food Safety & Hygiene Procedure, Food Safety Program, Risk Minimisation Plan, Emergency Management Manual – Anaphylaxis. Managing Highs and Lows (diabetes) - additional need to refer to Medication. Management Plan.		
4.0	06/08/2019	Inclusion of requirement to complete a Risk Minimisation Plan for anaphylaxis and asthma management.	06/08/2019	
5.0	01/08/2022	Review and update.	08/08/2022	
6.0	19/06/2023	Edited for clarity. Compiled repeated information. Removed stipulation that we would not administer an adrenaline auto injector without a medical management plan (contradicts law). Updated procedure title and author.	19/07/2023	July 2025
7.0	26/05/2025	Updated scope. Updated roles and responsibilities. Added requirements for blister packs, asthma medication, antihistamine, methylphenidate Updated risk minimisation and communication plan wording. Updated asthma inhaler process.	16/06/2025	May 2027
8.0	3/11/2026	Updated antihistamine requirements to reflect current practice.	3/11/2026	November 2028