

Outside of School Hours Care Dealing with Medical Conditions Policy



Aim:	Waubra Primary School Outside of School Hours Care (OSHC) is committed to providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective procedures.
Date of Operation:	24/04/2026
Review Dates:	24/04/2027

POLICY

Upon enrolment, it is the responsibility of the child's parents or nominated guardian to ensure children who attend the service with a medical condition fully disclose this information on the enrolment form and throughout the enrolment process. Parents are able to consent that the Waubra Primary School OSHC access records already provided to the school, where applicable.

The Nominated Supervisor is responsible for ensuring the following:

- All staff (including relief staff and volunteers) are familiar with all children with diagnosed medical conditions
- A medical management plan is provided by the parent or guardian upon enrolment or before first attending the service for all children with a specific health care need, allergy or relevant medical condition that requires a medical management plan
- Ensuring that the medical management plan for each child requiring one is available and not more than 12 months old, and that children who do not have a current plan are not attending the service.
- Colour photo identification of the child is provided with the medical management plan to assist staff in identifying the child
- A minimum of three copies of the plan for each medical condition; one located with the child's enrolment form information, one with any medication required and one to be displayed for Educators, taking into account the child's privacy
- A child may not attend if they have recorded a medical condition but have not supplied appropriate medication and dispensing directions. Parents/guardians will be requested to come to the service to complete a Medication Form and enable educators to administer.
- In the event of an incident relating to the specific health care need, staff will follow the child's individual medical management plan and will call an ambulance if symptoms accelerate or become life threatening
- Where relevant, develop and implement local safe work practices to ensure that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need or medical condition
- Ensuring that the service has all medical records available at or accessible from the service premises
- Develop a communication plan to ensure that relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child
- Food that has been prepared for individual children due to dietary restrictions is prepared under current food health and safety regulations. This food will be cooked and served individually and where necessary, clearly labelled with the child's name.

Outside of School Hours Care Dealing with Medical Conditions Policy



Medical Conditions Policy to be provided to parents

Waubra Primary School OSHC must ensure that a copy of the medical conditions policy document is provided to the parent or guardian of a child enrolled at an education and care service if the provider is aware that the child has a specific health care need, allergy or other relevant medical condition, within a timely manner. The school and the Waubra Primary School OSHC may be required to transfer medication from the school to the OSHC service. If this is the case, a dedicated procedure will be followed.

Asthma

Both the Nominated Supervisor and the family of a child with Asthma have responsibilities to meet with regards to Asthma management at Waubra Primary School OSHC.

- The family of a child with Asthma who attends OSHC is responsible for:
 - Providing the service with a current Asthma Action Plan as authorised (signed) by their general practitioner, annually
 - Providing the service with Asthma medication which is be clearly labelled with the child's name including the child's spacer equipment (if applicable), and that use-by or expiration dates are visible
- The Nominated Supervisor is responsible to ensure the following:
 - Oversee the safe self-administration of their medication if over pre-school age and the required authorisations and practices are followed in accordance with relevant policies
 - Keep a copy of the child's Asthma Action Plan with the medication at all times. In an emergency evacuation, it will be taken by the staff to the evacuation point
 - If at any time a child does not respond to their asthma medication as per the child's individual asthma plan instructions, and first aid will be implemented immediately, and parents will be notified
 - In the event of the implementation of first aid having no immediate effect, an ambulance will be called
 - All asthma and other medication is kept in a clearly labelled medication container out of children's reach
 - Medication that needs refrigeration is kept in an appropriate fridge in a clearly labelled container, while also following food safety as per the local council regulations.

Allergy Management

Both the Nominated Supervisor and the family of a child with an allergy have responsibilities to meet with regards to allergy management at Waubra Primary School OSHC.

- The family of a child with an allergy who attends OSHC is responsible to:
 - Disclose on enrolment if there are any environmental or food intolerances and any allergic reaction signs and symptoms that they are aware of
 - Provide the service with a current medical plan from their doctor outlining the nature of the allergy, any subsequent reaction identification information and first aid details required for an allergic reaction
- The Nominated Supervisor is responsible to ensure the following:
 - Inform all staff (including relief staff) of individual children's requirements, copies of individual management plans are kept with the medication, on display in an area accessible by OSHC staff, and with the child's enrolment form for staff information
 - If a child has an allergic reaction whilst at the service, staff will follow the child's individual allergy action plan and will call an ambulance if symptoms accelerate or become life threatening.

Outside of School Hours Care Dealing with Medical Conditions Policy



Anaphylaxis Management

Anaphylaxis is the most serious form of allergic reaction and can be fatal. Both the Nominated Supervisor and the family of a child with requiring anaphylaxis management have responsibilities to meet at Waubra Primary School OSHC

- The family of a child with requiring anaphylaxis management who attends OSHC will:
 - Supply a current EpiPen or other auto-injection device for each session. Where possible it remains at the service at all times the child is at the service
 - Monitor the expiry date of the child's EpiPen or other auto-injection device and replace it prior to expiry
 - Acknowledge that their child/children diagnosed at risk of anaphylaxis will not be able to stay at the service if the EpiPen or other auto-injection device is not available or is out of date
 - Supply an Anaphylaxis Management Plan to the service at enrolment
- The Nominated Supervisor will ensure the following:
 - All staff are informed (including relief staff) of individual children's requirements, copies of individual management plans are kept with the medication, on display in an appropriate staff area, and with the child's enrolment form for staff information
 - Meet all other requirements as outlined in the Anaphylaxis Policy
 - A minimum of one staff who has undertaken anaphylaxis management training approved by the Australian Children's Education and Care Quality Authority is always present and rostered on at OSHC service
 - All educators and staff (including relief staff) are informed of any children at risk from anaphylaxis. Photographic identification may be provided to enable clear identification of children at risk of anaphylaxis
 - The Anaphylaxis Management Plans are kept on display in an appropriate staff area, with the child's medication and with the child's enrolment form for staff information
 - Each child's individual EpiPen or other auto-injection device kit and anaphylaxis management plan is located within the OSHC service premises and is taken with the first aid kit on excursions and during emergency evacuation practices
 - All EpiPen or auto-injection devices stored onsite are monitored for their expiry.

Diabetes

Both the Nominated Supervisor and the family of a child with Diabetes have responsibilities to meet at Waubra Primary School OSHC.

- The family of a child with Diabetes who attends OSHC is responsible to:
 - Provide the service with a current (created no more than 12 months ago) medical plan, signed and authorised by the child's doctor. This must include any subsequent reaction, identification information and first aid details
- The Nominated Supervisor is responsible to ensure the following:
 - When specific written authority has been provided by the parent or guardian or authorised nominee, the child may administer medication themselves. The child must do so under the requirements of the Waubra Primary School OSHC Administration of Medication Policy
 - All sharps will be disposed of in a sharps container by the user of the needle or sharp
 - In an emergency, the child's diabetes management plan will be followed and if symptoms accelerate an ambulance will be called
 - Educators will undertake education and training on management, sharps disposal and any handling of medication as deemed appropriate by relevant service manager in collaboration with the child's family

Outside of School Hours Care Dealing with Medical Conditions Policy



- The education and training may be provided by the parent or guardian of the child, if deemed appropriate. Any training will be documented and signed by all attending staff members and/or management
- In the event no staff member is able to be present to confidently administer the insulin or other medication, arrangement will be made between the child's parents to ensure they are, or other nominated person permitted in writing, able to visit the service at an agreed time to administer the medication. This may be a community nurse or other authorised person as per the enrolment form. The Administration of Medication Form is required to still be completed in its entirety and kept available at the service in accordance with record keeping requirements of the Education and Care Services National Regulations 2009.

Definitions

Health Care Need: A health condition that includes Asthma, allergy, Anaphylaxis, Diabetes or other relevant medical condition, that typically requires an action plan to effectively manage the condition.

Anaphylaxis: Anaphylaxis is a rapidly progressing, life-threatening allergic reaction to a contagion, typically nuts or tree nuts.

Diabetes: A disease in which there is usually too much sugar in the blood which needs to be regulated by the administration of insulin or other glucose regulator.

Allergy: A hypersensitive state acquired through exposure to a particular allergen, re-exposure bringing to light an altered capacity to react

Asthma: A chronic inflammatory disease of the airways. In those susceptible to asthma, this inflammation causes the airways to spasm and swells periodically so that the airways narrow. Obstruction to air flow either resolves spontaneously or responds to a wide range of treatments.

Roles and Responsibilities

Role	Responsibility
Educators and Supervisors	Educators, Supervisors, Nominated Supervisor/Educational Leader will oversee the implementation and service adherence to this policy All Educators are responsible for the daily implementation of the policy when directly supervising children
School Council / Principal	Provide official sign off on the Policy

Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Waubra Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

Legislation and Standards

- [My Time, Our Place: Framework for School Age Care in Australia](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#) (Regulation 90,91,96)
- [National Quality Standards](#) (Quality Area 2: children's Health and Safety, 7: Governance and Leadership)

Outside of School Hours Care Dealing with Medical Conditions Policy



- [Health Records Act 2001](#)
- [Child Safe Standards](#)
- [Occupational Health and Safety Act](#)

Supporting Documents

- [National Health and Medical Research Council \(NHMRC\)](#)
- [Staying Healthy in Child Care](#)
- [Diabetes Australia](#)
- [National Asthma Council Australia](#)
- [Anaphylaxis Australia Inc](#)

Staff Acknowledgement

I acknowledge:

- receiving the Waubra Primary School OSHC Dealing with Medical Conditions Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment

Your Name:	Meaghan Hallcroft
Signed:	MHallcroft
Date:	24/04/2026
Waubra Primary School OSHC sign off:	Date: Meaghan Hallcroft