



MEDICAL EMERGENCY MANAGEMENT PLAN

QA 2 – Children’s Health and Safety

Element 2.1.1 Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.

Element 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

Element 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Element 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Related Policies: -

- Acceptance and Refusal of Authorisation
- Confidentiality
- Dealing with Medical Conditions
- Emergency and Evacuation
- Enrolment and Orientation
- Excursions
- Healthy Eating and Dietary Requirements
- Incident, Injury, Trauma, and Illness
- Respectful Interaction with Children
- Safe Environment and Access for All
- Sun Safety
- Code of Conduct

In the event of a medical condition emergency:

- Tend to child and calm down self
- Call for help from other educators and ensure all children are calm – colleagues to engage rest of the group in quiet activities – monitor for distress
- Call an ambulance 000
- Refer to child’s medical conditions alert form if available
- Commence First Aid – refer to relevant posters (asthma, anaphylaxis, diabetes, CPR)
- Colleagues contact parents or nominated emergency contacts as soon as practicable

DO NOT LEAVE INJURED/SICK CHILD UNATTENDED

- Record incident and update child’s file
- Complete relevant paperwork and ensure to give copies to parents and the director who will pass on to the approved provider
- Approved provider will send any required notifications to relevant departments and ensure filing in the appropriate system
- Seek feedback from parents after child’s been taken to the doctor

REMEMBER – do we need a ‘medical conditions alert form’?

- Step 1 Parent to complete and sign detailing doctor’s instructions
- Step 2 Room educator, director, and approved provider to be notified
- Step 3 Ensure all educators are aware of medical condition and everyone knows what action is required in an emergency
- Step 4 Check if any medication is required to be kept at the centre, once it is available, check expiry date, log it in medicine box contents form and inform director

Medical Emergency Management Plans are reviewed every six months to verify any changes in children’s conditions, medicine is still within the expiry date and all educators are aware of all medical conditions.