

MANAGING CHRONIC HEALTH CONDITIONS POLICY

Over the Rainbow Early Learning Centre Ltd ensures that the whole setting is inclusive and favourable to children with chronic conditions. We understand that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Parents have a duty to inform management of such a condition and provide the necessary medical equipment to respond to emergencies. Clear guidance on the administration and storage of medication and necessary equipment is outlined in our Administration of Medication Policy. Staff understand the common chronic health conditions that affect children and has received appropriate training on chronic conditions and what to do in an emergency.

What we aim to achieve

- All parents are informed and reminded about our 'Managing Chronic Health Conditions' guidelines when their child is enrolled at our setting through the Parent Handbook.
- Parents of children with a chronic condition are informed and reminded about our 'Managing Chronic Health Conditions' guidelines at enrollment and quarterly thereafter until the child leaves the setting.
- Staff are informed and regularly reminded about the 'Managing Chronic Health Conditions' guidelines during induction training, staff meetings and guidelines displayed within the setting.
- The responsibilities of staff and parents of children with a chronic condition are set out in a written format and clearly understood by all parties in the Healthcare Plan and Emergency Plan for each condition.
- Healthcare Plans are used to create a centralised register of children with medical needs.

Ongoing communication and review of healthcare plans

- Parents are required to update their child's Healthcare Plan with the setting every quarter or as soon as changes to things such as their symptoms (getting better or worse) or their medication have been noted.
- Staff will regularly ask parents about the health condition of a child with a chronic condition and will ask parents to formally update and sign their child's Healthcare plan every quarter to ensure the setting has accurate and current information about a child's condition **always**.

Storage and Access to Healthcare Plans

- Parents are provided with a copy of the student's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location on the child's individual file.
- All staff who work with the child have access to the Healthcare Plans of children in their care.
- The setting will ensure that relief staff / students / volunteers are made aware of (and have access to) the Healthcare Plans of children in their care.
- The setting ensures that all staff protect student confidentiality.

- The setting seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff should an emergency happen. This permission is included on the Healthcare Plan.

Use of Healthcare Plans

Healthcare Plans are used to:

- Inform the appropriate staff about the individual needs of a child with a chronic condition in their care.
- Assist children with chronic conditions to take their medication when they need to and if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for children with chronic conditions that bring on symptoms and can cause emergencies. This setting uses this information to help reduce the impact of common triggers.

Administration - Emergency Medication

- All children with chronic conditions have access to their emergency medication at all times.
- We understand the importance of medication being taken as prescribed and all administration of Chronic medication is done in Accordance with our Administration of Medication Policy and documented on the appropriate form.
- Parents understand that if their child's medication changes or is discontinued, they should notify the setting immediately in writing to update their child's Healthcare Plan.
- Staff or other parents attending tours/off site activities are made aware of any child with chronic conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Please see Outings Policy.

Safe Storage - Emergency Medication

- Emergency medication is readily available at all times during the day or during Outings.
- Staff members know where emergency medication is stored and how to access it.
- Staff ensures that medication is only accessible to those for whom it is prescribed.

Safe Disposal

- Parents at this school are asked to ensure that an adult collects out-of-date medication.
- Sharps boxes are used for the disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). Parents must provide the setting with a sharps box. All sharps boxes are stored in a safe place and this can be a locked cupboard when not in use unless alternative safe and secure arrangements are put in place on a case by case basis.
- If a sharps box is needed on an Outing, a named member of staff is responsible for its safe storage and return to the setting or the child's parents.

- Collection and disposal of sharps boxes is arranged by the parents.
- Used Adrenalin auto injectors (Anapens) must be given to the ambulance crew.

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:

Date: _____

Manager

co-Manager

Review Date: _____

