First aid and management of medical conditions flowchart

*At least one staff member* with current first aid and CPR qualification, anaphylaxis management and emergency asthma management training will be in attending at any place children are being cared for, and immediately available in an emergency.

Director/Coordinator and relevant staff

meet with family to discuss support for the child.

* complete risk management plan- medical conditions
* collect medical information from specialist and parent
* inform all staff members at service
* display relevant alerts about the child in a prominent position at the service

Parent/carer provides written information

about medical condition for child to the service at enrolment.

eg. medical/action plan written by medical specialist – asthma, diabetes, anaphylxis

 Medication administration

* a *medication authorisation form* must be completed by the parent
* medication is provided to the service by the parent

Self- administering medication

* the child must be over preschool age
* a medication authorization form must be completed by the parent affirming self- administration is allowed
* develop a risk management plan – medical conditions with parent/carer on *how to administer medication*?

Emergency medication administered

* Child without medical authorization form who requires medication

Eg. asthma or anaphylaxis

* Medication is administered
* Responsible person must contact as soon as practicable
1. emergency services
2. parent/carer
3. Senior Manager: Kindergartens and Care

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When medication is required to be administered

(review of medication administration must occur yearly)