Partnership with families  
22nd to 26th December 2021

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing the professionals standards we expect from our educators and staff. We welcome any feedback in this area – positive and negative
* reviewing our Medical Conditions Policy.A summary follows:

**Medical Conditions Policy**

Educators and staff will:

* respect the privacy of children and families
* always follow a child’s Medical Management, Risk Minimisation and Communication Plans

The Nominated Supervisor will ensure:

* educators, volunteers and parents get a copy of this Policy if their child has a medical condition
* the Policy covers the management of asthma, anaphylaxis and diabetes
* no child attends the service without prescribed medication (including Epi-pens, asthma puffers)
* the enrolment record includes details of any specific health needs
* each child with a medical condition or health care need has a medical management plan prepared by a doctor, and risk minimisation and communication plans prepared by the service in consultation with families
* risk minimisation plans cover triggers for the condition and actions to reduce/eliminate them
* communication plans ensure staff and volunteers know about this policy, any medical plans, and how parents can provide updated information
* a child’s medical management plan, risk minimisation plan, medication and location are displayed in a prominent area (while respecting child’s privacy)
* information displayed in foyer includes child (no names) with anaphylaxis if relevant

Families will update the service if/when their child’s medication or health plans change.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it.

We value any feedback you may have.

Nominated Supervisor