

To meet Regulation 90 in the [Education and Care National Regulations](#) each child with a diagnosed health condition must have three plans in place:

1. Medical management plan (also known as [health care plan](#))
2. Risk minimisation plan ([safety and risk management plan](#))
3. Communication plan ([health support agreement](#))

The purpose of the 3 plans is to identify and minimise risks for each child and communicate a necessary information to relevant people. Health care plans for a range of specific health conditions are available [here](#).

Requirements for Out of School Hours Care (OSHC) services

Health Care Plan requirements for schools and OSHC are not the same because OSHC services are regulated by National Law and National Regulations.

OSHC Services must:

provide a copy of the [Regulation 91](#) to families who have a child with a medical condition on enrolment [Regulation 91](#).

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If these requirements are not met this will result in non-compliance of the service.

If an OSHC service uses a copy of the plans kept by the school and those plans are not kept in accordance with [Regulation 91](#) of the [Education and Care National Regulations](#)

Keeping plans up to date

Health care plans should be regularly reviewed and updated:

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- x by the review date listed on the plan. If this is a long review period encourage families to [Regulation 91](#) v μ % š Á OE • } v • Z] o OE v [• Z e r t i m e š Z OE v • v Z
- x when a child participates in an offsite activity or onsite special events.

Review of health care plans must:

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To help ensure all 3 plans are kept up to date:

- x Maintain an accurate spreadsheet or alternative system that will track and flag due dates for:
 - o all 3 plans health care plan, risk minimisation and communication plan
 - o medication expiry dates
 - o family reminder date/s prior to the review date for all 3 health care



- o A health care plan needs to be signed by a medical practitioner and must have a start and review date.
- x Ensure communication plans developed with families are understood and implemented and always followed by the service.
- x Fully understood/diagnosed and a health care plan is put in place.

Medication Agreements

If a child is prescribed medication that needs to be administered while attending OSHC, a [medication agreement \(DOC 132KB\)](#) or [multiple medication agreement \(DOC 142KB\)](#) must be completed by the parent or caregiver (except if this is listed in an Asthma Care Plan, Diabetes Action and Management Plan, INM Medication Agreement or Anaphylaxis/Allergies Action Plan)

Controlled Scheduled 8 Medication, oxygen, insulin or pain relief eg paracetamol or ibuprofen to be administered for longer than 72 hours) also needs to be signed by a medical practitioner.

In accordance with [Regulation 95](#) medications must be provided by the parent or caregiver in the pharmacy packaging with correct pharmacy label, in date, with the name of the child matching the medication agreement.

Medication cannot be administered without this agreement in place except medication administered in an emergency under [Regulation 94](#). All medication agreements should be reviewed at least annually for continuing medication.

A review date NOT received. A review date policy states otherwise.

When date has expired. A new medication agreement must be completed.

Ensure medication is administered according to [Regulations 92, 93 and 95](#). The clearly labelled authorised medication must be administered by appropriately trained staff in accordance with service policy and recorded and signed for by 2 education and care staff [on medication log](#) to confirm the medication has been administered in accordance with [medication rights checklist](#). Single staff services are exempt under [Regulation 95c](#) but should consider an appropriate process for administering medication as part of their risk assessment to operate as a single staff service.

Medication storage

If OSHC personnel cannot quickly and easily access medication, families will be required to provide additional prescribed medication to be held at the OSHC service. Emergency medication held by the service (such as an EpiPen or Ventolin) is for the purposes of an unexpected emergency as per