



MEDICAL CONDITIONS RISK MINIMISATION and COMMUNICATION PLAN

Parent/Caregiver to complete

Child's Name:

Date of Birth:

1. What is the specific health care need, allergy or relevant medical condition that this assessment addresses?

2. Does the child need dietary modifications? (If Yes, please comment in the sections below)

3. **Risk** – What are the issues and / or the actual / potential situations that could lead to a medical emergency?

4. **Strategy** – What can be done to reduce these risks? What resources are needed?

5. **Who** – Who needs to be included in the process? Why?

Unsafe foods and meals (if applicable):

Safe foods and meals (if applicable):

Parent/Caregiver information

Name:

Relationship:

Phone – home/mobile:

Work phone:

Other Emergency Contact

Name:

Relationship:

Phone – home/mobile

Work phone:

This risk minimisation and communication plan has been developed with my knowledge and input.

I confirm this medication has been administered to my child previously and acknowledge that a **First Dose** cannot be administered in Education or care.

I /We agree to these arrangements, including the display of our child's picture, name, medical condition in kitchen and office areas.

I /We have given the service the relevant Medical Health Care plan and any other relevant documentation required.

Signature of Parent/Caregiver:

Date:

My child is able to self- administer medication under the supervision of an educator. This will be recorded and I will be notified.

Signature of Parent/caregiver: _____

Date: _____

How medical risks at the service are minimised

Strategies to avoid triggers:

Predominant Allergy/Anaphylaxis Trigger/s: (Example-dust,weather,eating certain foods, physical activity, exposure to plants,moulds,pollen etc.)

Please list triggers related to child:

Director/Assist. Director to fill out the following:

Action Plan provided by parent/caregiver (please circle)

YES/NO

List of child's medication to be stored in OSHC First Aid cupboard:

List of child's medication stored in School First Aid cupboard:

On-Site Management:

Risk Minimisation:

- Anaphylaxis, asthma and first aid trained educators are on the premises at all times.
- The Health Action Plan and Risk Minimisation and Communication Plan are accessible to all educators.
- The child' medication is stored in the First Aid cupboard or in the school First Aid cupboard and collected by an educator before the start of ASC and returned the following morning after the BSC session ends.
- Service emergency Asthma kit is stored in the First Aid cupboard and another Asthma kit is stored in red portable pack.
- There is a notification of child at risk of anaphylaxis displayed on the window in room 1 and another one on the fridge in kitchen area.
- The Director will identify all children with specific health care needs, allergies or diagnosed medical conditions to all new educators.
- The parent/caregiver is required to authorise administration of medication on medication agreement and educators will complete the Administration of Medication record whenever medication is provided.
- The parent/caregiver's authorisation to administer medication is attached to their child's Health Action Plan.
- The Director will notify the parent/caregiver of any allergens that pose a risk to the child.
- The service the child's picture, name, allergy/condition on posters in kitchen and staff board in office to alert all staff.

Name: _____ (staff member) Date: _____

Signed: _____ (staff member)

Name: _____ (parent) Date: _____

Signed: _____ (parent)

All staff/educators have been made aware of this medical risk minimisation plan and understand the risk, plan to minimise the risk and how to respond if a risk has been detected.

Director's signature: _____

Date: _____

Medical Communication Plan

Service:

Educators:

- Will note in the Incident/Accident book and Medication Log when your child requires medication where this medical occurrence is unprecedented at the service.
- May enquire about the child's health to check if there have been any changes in their condition or treatment.
- Advise parent/caregiver if child's medication needs to be replenished

Director/Assist. Director will:

- Advise all new educators about the location of the child's Health Action Plan, Risk minimisation plan and medication as part of their induction.
- Regularly remind parent/caregiver of children with health care needs, allergies, or diagnosed medical conditions to update their child's Health Action Plan, risk minimisation information and medication information via emails.
- Update a child's enrolment and medical information as soon as possible after parent/caregiver updates the information.

Parents Will:

- Verbally advise the Director/Assist. Director of changes in the Health Action Plan or medication as soon as possible after the change, and immediately provide an updated Health Action Plan, signed and dated by their medical practitioner.
- **Provide an updated Health Action Plan annually by their medical practitioner, prior to expiry.**
- Ensure the service has adequate supplies of the child's medication.

The Director is responsible for ensuring that a current Health Action Plan, Risk Minimisation and Communication Plan is developed in collaboration with parent/caregiver and will provide information to guide all OSHC educators in the management of the medical condition including potential triggers, relevant medication and the appropriate first aid response.

The Parent/caregiver is responsible to update any changes to the child's Health Action Plan and Risk Minimisation Plan.

Communication	Who is responsible	Risk management strategies	Signature
Current Health Action Plan, identifying known allergens, has been provided	Parent	Action Plan provided before attendance	
Parent/caregiver aware that child is unable to attend OSHC without their current medication	Parent & Director	Ensure medication is at OSHC	
The medication expiry date has been checked & any Expired medication is taken back	Parent	Medication tracker apps & calendar reminders Available on most technology	
OSHC staff check medication expiry date	Educator	Medication register in First Aid cupboard	
The child is encouraged to eat healthy snacks that cater for any allergy	Educator/child	Child is informed of snack options or provided with alternatives	
In cases where child has a severe food allergy, food should be checked before serving them	Educator/parent	Posters to notify community of children's High Risk to certain foods. Children who do bring these foods are separated & hands washed & mouths rinsed if foods consumed.	
Drinks, lunchboxes, treats, provided by parent/caregiver for High Risk child should be clearly labelled with child's name	Parent	Lunch box & drink/bottle clearly labelled	
Children should not share or trade food, food utensils, drinks, containers	Educator/child	Discuss with children & educators	
Parents/caregivers are aware that every child attending OSHC must have a current Health Action Plan	Parent	For the safety of the child a picture with relevant info will be on display in kitchen & staff office	
Ensure tables & bench tops are cleaned & sanitised before & after food preparation	Educator	Educators to follow standard kitchen practices including the use of different coloured cloths for different areas	
Some foods, food containers, boxes & packaging in crafts, cooking & science experiments may be restricted due to allergens/triggers of children attending OSHC	Educator	Where necessary & practical allergens & triggers will be removed from OSHC	
The Risk Minimisation Plan informs the allergy list & is taken into consideration when planning the menu and purchasing food for OSHC	Educator	Increase supervision during food activities to support the health and safety of the child/ren	

Signature of Parent/caregiver:	Date:
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