

MEDICAL RISK MINIMISATION & COMMUNICATION PLAN

Childs name:

Date of birth:

Service:		
Diagnosed Medical Condition:	Known Triggers:	
Medication Authorisation Attached:		
Medical Action Plan received by service:	Please circle Yes / No	
Date Medical Management Action Plan due to be reviewed (annually)	Date:	
Medication:		
Expiry Date:		
Quarterly checks for date of expiry on medication	Date:	Signature:
	Date:	Signature:
	Date:	Signature:
	Date:	Signature:
What are the allergens/conditions this risk assessment addresses?		

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Risk: What are the issues and/or the actual/potential situations that could add to the risk of a reaction occurring?	Strategy: What can be done about these risks? What resources do you need? What is the time frame for this to occur?	Who: Who needs to be included in the process? Why?
<p>Acceptance. At enrolment a child who has a diagnosed health care need, allergy or relevant medical condition is accepted at our education and care service so all reasonable additional requirements must be met to ensure that the child's safety, health and wellbeing is protected.</p>	<p>Anaphylaxis, asthma and first aid trained educators are on the premises at all times.</p> <p>Annual training scheduled.</p>	<ul style="list-style-type: none"> • The Director will notify parents of any allergens that pose a risk to the child. • Parent informs the service at any time of any diagnosed health care needs, allergies or relevant medical conditions for their child • Director ensures professional development plans to maintain anaphylaxis, asthma and first aid currency are in place and records maintained • Director maintains compliance in rostering and communicates through handover to the responsible person in any absence • Director sends quarterly information if a diagnoses has been made or changes to all parents through Flexibuzz and approaches individual parents for reviews. • Director maintains a current epipen / asthma medication for the age of children at the service
<p>Records must be compliant to policy and as part of the ongoing enrolment and orientation procedures for the service</p>	<p>A medical management plan with child's photo and medication authority is current and located behind the ELP storeroom door and in the child's file</p> <p>A consistent and systematic approach to records, medication storage, location and communication is known and demonstrated</p> <p>Policy on the authorised administrators of medication is known and followed</p>	<ul style="list-style-type: none"> • Director maintains a communication at the entry of service that a child with a known allergy/medical condition is present at the service • Parents are required to authorise administration of medication on approved medication record • Approved educators will complete administration of medication record whenever medication is provided. • Director ensures a medical management plan is current and provided by the parents of the child

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	<p>The child's medication is stored < insert location > and the child's Epipen/asthma medication is accessible in the environment where educators are supervising the child.</p>	<ul style="list-style-type: none"> • Director develops and reviews a risk minimisation plan between the service and the parents of the child and communicates to All staff • Director/Educator on duty ensure any medication is accompanied by a medication authority form, and medication • Is not expired prior acceptance <ul style="list-style-type: none"> • Is stored according to manufacturer /pharmacist instructions in the first Aid cabinet / refrigerator • Is known and communicated to All staff at the service • The authorisation is attached to the management plan
<p>Allergens or triggers including season changes and residual risks</p>	<p>Are written in response to known allergens or child's health care needs. eg eating certain foods Using products containing certain foods, chemicals or other substances Temperature Dust Physical activity Noises Exposure to certain animals or plants Mould/pollen Missed meals Too much insulin (diabetes) Contaminated containers</p>	<ul style="list-style-type: none"> • Service will be cleaned daily to reduce allergens. • Service will use damp cloths to dust so it's not spread into the atmosphere. • Educators will supervise child to prevent movements from hot or warm environments to cold environments. • Child will not feed pet chickens.
<p>Food handling, preparation, consumption and service</p>	<p>Supervision and minimising environmental risks are consistently conducted and monitored</p>	<ul style="list-style-type: none"> • Educators to clean tables and floors of any dropped food as soon as practical • Child will be supervised at all times vigilantly while other children are eating and drinking. • The child will only eat food prepared and bought to the service (or approved) by the parents.

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		<ul style="list-style-type: none">• The child's food items will be labelled clearly. Educators may refuse to give the child unlabelled food.• Educators will ensure cross contamination strategies are applied• Child to be seated a safe distance from other children when eating and drinking with an educator positioned closely to reduce the risk of the child ingesting other children's food or drinks.
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Date completed:	Quarterly dates to be reviewed: 1 _/ _/ _ 2 _/ _/ _ 3 _/ _/ _ 4 _/ _/ _			
The Director verifies that All Educators have been communicated with regarding the current plan and procedures.				

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Service

Educators:

- will complete an Incident, Injury, Trauma and Illness form and advise you when your child requires medication where this has not previously been authorised (for a specific day or time).
- may enquire about the child's health to check if there have been any changes in their condition or treatment
- advise parents if child's medication needs to be replenished.

Director:

- advise all new educators, staff, volunteers and students about the location of the child's medical management plan, risk minimisation plan and medication as part of their induction
- review the child's medical management plan, risk minimisation plan and medication regularly at staff meetings, and seek feedback from educators about any issues or concerns they may have in relation to the child's medical condition
- regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child's medical management plan, risk minimisation information and medication information through Service APP and direct approach.
- update a child's enrolment and medical information as soon as possible after parents update the information.

Parents

Parents will:

- verbally advise the Nominated Supervisor of changes in the medical management plan or medication as soon as possible after the change, and immediately provide an updated medical management plan, medication and medication authorisation (if relevant)
- provide an updated medical management plan annually, whenever it is updated or prior to expiry
- provide details annually in enrolment documentation of any medical condition
- advise educators verbally or in writing on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms if known
- ensure the service has adequate supplies of the child's medication.

A copy of the Medical Conditions Policy is attached.

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I/we agree to these arrangements, including the display of our child's picture, first name, medication held and location, and brief description of allergy/condition on a poster in all children's rooms and prominent places to alert all staff, volunteers and students.

Parent/Guardian:	Name:		Signature:		Date:	
Director:	Name:		Signature:		Date:	

Educator/Staff Name	Date	Signature