



Risk Minimisation and Communication Plan

Child's Name:	Date of Birth:
Action Plan provided by parent/carer (please circle)	YES / NO
Triggers:	
Other Health Conditions:	
List Medication stored in OSHC medication cabinet:	

Parent/carer contact:

Parent/carer information (1)	Parent/carer information (2)
Name:	Name:
Relationship:	Relationship:
Home phone:	Home phone:
Work phone:	Work phone:
Mobile:	Mobile:

Other emergency contact (if parent/carer not available):

Name:	Relationship to Child:
Home: Work:	Mobile:
Medical Practitioner contact:	

The following Risk Minimisation and Communication Plan has been developed with my knowledge and input and will be reviewed on (record date):

I/we agree to these arrangements, including the display of our child's picture, name, medication held and location, and brief description of allergy/condition on a poster in the OSHC room.

Signature of Parent/Carer:	Date:
Signature of Nominated Supervisor:	Date:

Medical risks at the service and how these are minimised

Strategies to Avoid Triggers:-

Predominant Allergy/Anaphylaxis Trigger/s: (for example: eating certain food, using products containing certain foods, chemicals or other substances, temperature, dust, physical activity, exposure to certain animals or plants, mould, pollen, etc.)
PLEASE LIST TRIGGERS RELATED TO CHILD:

Other Triggers:

Risk Minimisation

- Anaphylaxis, asthma and first aid trained educators are on the premises at all times.
- The MEDICATION MANAGEMENT PLAN and RISK MINIMISATION PLAN and COMMUNICATION PLAN are accessible to all educators and a copy will be stored in the Children's Health Care Plans folder, with the child's medication, in emergency contacts and Medical quick list in our emergency evacuation bags.
- The child's medication is stored in the medication box located in OSHC fridge, Medication cupboard or Office and accessible by Educators.
- Service Epi pen and emergency asthma kit is stored in Office in the Epi Pen basket.
- The child's medication will be checked to ensure it is current and has not expired.
- Action Plan and Medication expiry dates documented on Individual Medication Expiry Table displayed in office along with date to contact parents for updated action plan or medication
- The Nominated Supervisor will identify all children with specific health care needs, allergies or diagnosed medical conditions to all new educators, staff, volunteers and students, and ensure they know the location of the child's medical management plan, risk minimisation plan and medication.
- Parents are required to authorise administration of medication on medication record, and educators will complete administration of medication record whenever medication is provided.
- A copy of parent's authorisation to administer medication is attached to medical management plan and original filed in medical authorisation folder for child.
- The Nominated Supervisor will notify the parents of any allergens that pose a risk to the child.
- The service will display the child's Medication Management Plan prominently on the wall of the Staff room including the child's picture, first name, medication held and location, and brief description of allergy/condition.

Medical Communication Plan

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.

The Nominated Supervisor will:

- 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 newsletters, emails and information on parent noticeboards
- 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

<i>Communication</i>	<i>Date checked</i>	<i>Who is responsible</i>	<i>Risk Management Strategies</i>
Current Medical Management Plan, identifying known allergens has been provided		Parent	Action Plan provided before attendance
Parent/carer aware that the child is unable to attend OSHC without their prescribed medicine		Parent and Nominated Supervisor	Ensure medication is at OSHC otherwise child will not be able to attend
The prescribed medication expiry date has been checked at enrolment		Parent	Expiry date:
OSHC staff have checked prescribed medication expiry date quarterly		Educator	

Communication	Date checked	Who is responsible	Risk Management Strategies
The child is allowed to eat healthy snacks that are provided at OSHC		Educator/Parent/Child	Child is allowed to eat snacks provided.
In cases where child has a severe food allergy all food for this child should be checked and approved by the child's parent/carer in accordance with their individual Risk Minimisation Plan		Parent	
Drinks and lunch boxes, including any treats, provided by the parent/carer for this child should be clearly labelled with the child's name.		Parent	Lunch box and drinks clearly labelled before attending OSHC
There should be no trading or sharing of food, food utensils and containers with this child.		Child / Educator	Discuss at program with children and educators
Parents/carers are aware that every child attending OSHC with a medical management plan will have a current Action Plan and identifying photo displayed in the OSHC room		Parents / Educators	The children's safety overrides privacy laws, Action Plan with photo will be displayed
Ensure tables and bench tops are washing down and sanitised before and after food preparation and eating.		Educators	Educators to follow standard practices.
Some food, food containers, boxes and packaging in crafts, cooking and science experiments may be restricted depending on the allergens/triggers of the children attending OSHC at the time.		Educators	Where necessary and practical allergens and triggers will be removed from OSHC
The Risk Minimisation Plan will inform OSHC's food purchases and menu planning		Educators	Increased supervision during food activities to support the needs of the child.

The Director is responsible for ensuring that a current Medical Management Plan, Risk Minimisation and Communication Plan is developed and distributed to all parents and educators. Individual communication plans will be developed in conjunction with parents/carers and will provide information to guide all OSHC staff, children, students and parents/carers in the management of the medical condition including potential triggers, relevant medication and the appropriate first aid response.

The parent/carer is responsible for informing Kids Cottage of any changes to the child's Medical Management Plan and Risk Minimisation Plan.

Date	Communication	Educator Signature	Parent/carer signature
	Parents via email		