

RISK MINIMISATION AND COMMUNICATION PLAN

CHILD DETAILS

Name:

Date of Birth:

PARENT 1 DETAILS

Name:

Relationship to Child:

Contact Number:

PARENT 2 DETAILS

Name:

Relationship to Child:

Contact Number:

MEDICAL PRACTITIONER DETAILS

Doctor Name:

Contact Number:

IDENTIFIED MEDICAL CONDITIONS

☐ Anaphylaxis

☐ Severe Allergy

☐ Diabetes

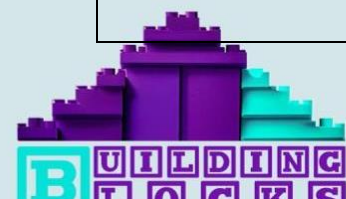
Other:

☐ Intolerances

☐ Asthma

☐ Epilepsy

KNOWN TRIGGERS (e.g. food, exercise, dust, low blood sugar)	POTENTIAL SOURCES (Nuts, dust storms, storms, breath, milk bottles, direct contact)	POTENTIAL REACTIONS	LIKELIHOOD OF REACTIONS



MEDICATION REQUIRED TO CONTROL REACTION (e.g. Ventolin, EpiPen)*All medications named on Medical Management Plan must be listed here.*

Medication Name	Expiry Date	Location Kept (at OSHC Service)	Comments/Notes

TO BE COMPLETED BY NOMINATED SUPERVISOR**What will you do to minimise the risk of a reaction?***(For example, eliminate certain foods from service, reduce physical activity when windy)*

By signing, the parent, and educator, states all information provided is true and correct and agrees to update this form annually.

Parent Name:	Signature:	Date:
Educator Name:	Signature:	Date:
Staff Name:	Signature:	Date:

OFFICE USE ONLY**THIS FORM EXPIRES ON:** _____



COMMUNICATION STRATEGY

- Risk Minimisation Plan will be available at the educator's residence and carried by the educator during outings and excursions.
- Staff and relief educators will be shown location of plan and introduced to child.
- Families are requested to notify of any changes to the medical condition on this plan (below) as soon as possible after the change. This includes if the child no longer has medical condition.
- Medical Management Plan must be provided to the service upon enrolment.
- Medical Management Plan expires annually and an updated plan, completed by a doctor, must be given to service.
- Risk Minimisation Plan must be completed upon enrolment where children have medical conditions.
- Risk Minimisation Plan expires annually and must be updated annually in conjunction with educator and parent.
- Families are requested to complete 'Medical Details' section of enrolment form upon annual re-enrolment process.

COMMUNICATION RECORD

Families are requested to notify of any changes to the medical condition as soon as possible after the change. This includes if the child no longer has medical condition.

Information Update	Given By	Date



