

# Risk Minimisation Plan & Communication Plan

Parents/Guardians are required to develop the Risk Minimisation Plan before their child attends and in consultation with the responsible person. The Risk Minimisation Plan is required for every child who is enrolled who has a diagnosed health care need, allergy or relevant medical condition, and will be kept with the child's enrolment record.

The following procedures have been developed in consultation with the parent/guardian and implemented to help protect the child identified at high risk of a medical emergency:

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

|                                       |  |
|---------------------------------------|--|
| <b>Medical Condition</b>              |  |
| <b>Medication:</b>                    |  |
| <b>The Expiry Date of Medication:</b> |  |

Please list any...

Allergen/Triggers/Risks:

Reactions:

Please list any strategies to minimise the risk to the child:

Parent/Guardian additional comments/instructions:

I have read and agree to the conditions of the Risk Minimisation Plan. This Plan was developed/reviewed in consultation with the parent/guardian on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Signature Staff \_\_\_\_\_ Signature Parent/Guardian \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

| In relation to the child diagnosed at risk  | Person Responsible           | Strategies   |
|---|------------------------------|--|
| Current Medical Management Plan, identifying known medical conditions and emergency treatment has been provided.  | Parents / Guardians          | Action Plan provided before attendance.  |
| Parents/guardians are aware that the child is unable to attend the program without their prescribed medication if required.   | Guardian / Child / Educators | Ensure medication is at services otherwise the child will not be able to attend. |
| The location of the child's medical management plan and medication will be identified to all educators.   | Educators                    | Location on child's enrolment record and first aid kit will be identified to all |
| The prescribed medication expiry date has been checked and verified as in.  | Parents / Educator           | Expiry date is checked each month.   |
| Supervision will be increased for children at risk of a severe allergic reaction, or to identify a potential medical emergency, on appropriate occasions i.e. during excursions and workshops.  | Educators                    | Children to be monitored at a higher level when risk is increased.               |
| Educators will review trigger factors for children's medical conditions to ensure children are not exposed to risk factors or triggers  | Educators                    | Review service excursion facilities and outside factors, for any exposure risks. |
| The service and the child's parent/guardian, will communicate at least annually, to ensure the child's medical management plan is current and remains in place.   |                              |  |
| All parents/guardians will be asked not to send food containing ingredients identified as a potential trigger; as specified in the child's risk minimisation plan.  | Parents / Guardians          | Parents to follow appropriate policies.  |
| The Risk Minimisation Plan will inform the children's services food purchases and menu planning.  | Educators                    | Increased supervision during food activities to support the needs of the child.  |
| The service is responsible for managing and maintaining regular updates about medical conditions, sourcing information for all staff regarding children who may be at in our care. This includes reviewing all policy documents annually. |                              |  |
| The service is responsible for ensuring that a current Medical Management Policy and Communication Plan is developed and available to all parents and staff.  |                              |  |