



## Medical Conditions Risk Minimisation Plan and Communication Plan 2021

**Child's Name:**

**Specific health care need, allergy or diagnosed medical condition:**

### Medical risks at the service and how these are minimised

- Anaphylaxis, asthma and first aid trained educators are on the premises at all times.
  - The medical management plan, risk minimisation plan and medication are accessible to all educators, a copy of the medical management plan and risk minimisation plan will be stored in the medical management plan folder in all rooms accessed by the child, with the child's medication, with the First Aid Kit and in our emergency evacuation bags.
  - The child's medication is stored in a clearly marked container inside the cupboard on top of the sink in the room, which the child attends. The child's EpiPen/asthma medication is accessible in the environment where educators are supervising the child.
- Service EpiPen and emergency asthma kit is stored in medication cabinet at the KaTeeny Reception.
- The child's medication will be checked to ensure it is current and has not expired.
  - There is a notification of child at risk of anaphylaxis displayed in the front foyer with other prescribed information.
  - The Certified 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 Certified Supervisor will notify the parents of any allergens that pose a risk to the child.
  - The service will display the 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. This poster will be hung in the room in which the child attends the service, as well as anywhere that food is prepared for the child (kitchen/kitchenette) It is necessary to get parents approval for this or the information must be displayed so it is not visible to other families and visitors to protect the child's privacy.

### The triggers for the child's health care need, allergy or medical condition are:

List triggers using medical management plan and information from parents

- Eating certain foods
- Using products containing certain foods, chemicals or other substances
- Temperature
- Dust
  
- Physical activity
- Laughing

- Exposure to certain animals or plants
- Mould/pollen
- Missed meals
- Too much insulin (diabetes)
- Other: Please Specify:

**What educators, staff and volunteers will do to minimise effect of triggers:**

This must be written in response to known allergens or child’s health care needs. For example,

- Centre will be cleaned daily to reduce allergens.
- Centre will use damp cloths to dust so it’s not spread into the atmosphere.
- Child will be supervised to prevent movements from hot or warm environments to cold environments.
- Child will not feed pet chickens.

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Please specify:

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Service may have a separate section for kitchen staff if child has an allergy to a food.

**Food handling, preparation, consumption and service**

- 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’s food items will be labelled clearly. Educators may refuse to give the child unlabelled food.
  - 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.
- Other: Please specify:

**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.

The Certified 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 emails and information on parent noticeboards, emails and notices sent home.
- update a child’s enrolment and medical information as soon as possible after parents update

the information.

## Parents

Parents will:

- verbally advise the Certified 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 all and current medication as per their Action Plan. This includes Epipen, Zyrtec/Claratyn and Asthma medication and spacer.
  - 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
- A copy of the Medical Conditions Policy is attached.

I/we agree to these arrangements, including the display of our child's picture, Action Plan, medication to be held and administered if needed. 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.

I/we agree

Parent/s Signature

Nominated Supervisor (Or Certified Supervisor) \_\_\_\_\_ Date: