

Risk Minimisation Plan

For use for all children with a serious medical condition

Child's Name:	*	Name of medication:	*
Date of Birth:	*	Severity of condition:	*

RISKS

Identify known triggers:	
<u>Risks</u>	Risk Rating (Low, medium, High)
Risk 1: No Medication available	
Risk 2: Medication out of date	
Risk 3: Identifying children at risk (New Staff)	
Risk 4: Triggers including environmental triggers	
Risk 5: Staff training not up to date	
Risk 6: Other, please list...	

STRATEGIES to manage these risks

How these risks will be minimised	Communication plan
<p><u>Risk 1: No Medication available</u></p> <ul style="list-style-type: none"> – Parents will be asked to provide an action plan and medication before their child attends the program. – Child can NOT attend the program without medication 	<ul style="list-style-type: none"> – Training – Staff Meetings <p style="text-align: center;">Action plan on display in the staff room.</p>
<p><u>Risk 2: Medication out of date</u></p> <ul style="list-style-type: none"> – Program co-ordinator will check regularly to ensure all medications are in date. – Parents will be asked to replace the medication one month before it is due to expire. 	<ul style="list-style-type: none"> – Training – Staff Meetings

How these risks will be minimised	Communication plan
<p><u>Risk 3: Identifying children at risk (New Staff)</u></p> <ul style="list-style-type: none"> – Coordinator to provide an induction to any new staff on children with asthma including: <ul style="list-style-type: none"> ▪ Management plans ▪ Storage of medication ▪ Risk minimisation plan – Coordinator to ensure that any triggers are communicated to parents/guardians before child attends and any triggers are removed and or minimised. 	<ul style="list-style-type: none"> – Induction by Co-ordinator – Staff meetings
<p><u>Risk 4: Triggers including environmental triggers</u></p> <ul style="list-style-type: none"> – For Asthma specific conditions only - avoid prolonged play outdoor in cold weather or where health warnings issued by NSW Health for Asthma High Weather conditions. 	<ul style="list-style-type: none"> – Instructions from the coordinator – Staff Meetings
<p><u>Risk 5: Staff training not up to date</u></p> <ul style="list-style-type: none"> – All staff members will ensure where possible that the environment is free from potential triggers. 	<ul style="list-style-type: none"> – Training – Staff Meetings
<p><u>Risk 6 – Other</u></p> <p style="margin-left: 20px;">*</p>	

Communication Plan

Centre Name: _____

Child's Name: _____ Date of Birth: ____ / ____ / _____

Diagnosed Medical Condition: _____ Plan prepared by: _____

Communication Plan Checklist:

Actions to be completed by Centre	Checked	Actions to be completed by Family	Checked
Nominated Supervisor will ensure that all educators, staff, volunteers and students understand the medical conditions for this child		Medical Management plans are correct and current to ensure the correct information is provided to the centre	
Medical management plan is fully completed and accessible for all educators		If medical condition is food related, notify centre of their child's requirements and menu alternatives	
The risk minimisation plan is developed and completed in consultation child's guardians		The risk minimisation has been developed in consultation with family and centre	
The nominated supervisor will communicate with educators of any changes to child's medical condition		Any changes to their child's medical condition will be communicated immediately to the nominated supervisor	
Medication will be stored out of reach of children, but in a recognisable, known location to educators. Medication will be checked to ensure it meets policy requirements		All medications required will be on premises at all times child is in attendance. Medication will be prescribed by a doctor, in date, clearly labelled	
Nominated supervisor will communicate the attendance patterns and any changes to educators		Family will ensure that changes of attendance and absences are notified to centre	
The nominated supervisor will ensure the medical management plan, risk minimisation and communication plan are reviewed annually, or when changes are identified		The medical management, risk minimisation and communication plan will be reviewed annually or when changes are identified	

Emergency Contact Details:

Priority	Name	Relationship to Child	Contact Number
1.			
2.			
3.			

A child’s parent/guardian can communicate any changes to the medical management plan and risk minimisation plan for the child, setting out how that communication can occur.

Parents/guardians can communicate any changes to the medical management plan via email, phone, verbally to Admin staff or during the annual review of the risk minimisation plans.

I _____ (Nominated supervisor) have discussed the details of this communication plan with _____ (Child’s parent) at _____, (Name of Centre) and I agree to the communication plan outlined above being implemented for my child _____. I also give my permission for this information (including a current photo of my child) to be prominently displayed near locations where risk is high. This plan will be reviewed annually or when changed are identified. The next planned review date is: ____ / ____ / ____

Nominated Supervisor

Name: _____ **Signature:** _____

Child’s Guardian

Name: _____ **Signature:** _____

Date of plan implemented: _____