



Melton City Council Children's Services Medical Conditions Risk Minimisation and Communication Plan

A Medical Conditions, Risk Minimisation and Communication Plan specifies practical strategies to minimise risks, and who is responsible for implementing the strategies at a service. This Plan is developed in consultation with families of children who have an identified medical condition and should align with the child's Medical Management Plan that has been prepared and signed by the child's medical practitioner.

This Plan is reviewed at least annually, on enrolment or diagnosis of a medical condition, or when an update is needed/provided.

Service Name:	Photo of child provided by parent attached: yes / no
Child's Full Name:	Date of Birth:
Medical condition/s:	
Medical Management Plan provided by parent from Medical practitioner is attached with this plan: Yes / No	
Action plan location:	Medication Location:

In terms of this Risk Minimisation and Communication Plan, the service will, before the child attends the service:

- at enrolment identify any child who has been diagnosed with a specific medical condition
- Communicate to Parent/Guardian where to access the Dealing with Medical Condition Policy and Procedure on website.
- obtain a Medical Management Action Plan from the parent/guardian that has been prepared and signed by the child's medical practitioner
- in consultation with the parent/guardian develop this Risk Minimisation and Communication Plan
- attach a current photograph of the child provided by the parent to the Medical Management Action Plan and upload the photo to the provider software to support all staff to identify the child
- the staff member enrolling the child will identify the child's specific medical condition to the appropriate leadership, staff and educators,
- staff member signed below who will lead and develop this plan, to provide this Plan and the Medical Management Action Plan via email to all team members and the parent
- educators will have a specific place to display as detailed above, all Medical Management Action, Risk minimisation and Communication Plans to ensure easy access for all staff to refer to quickly with a **sensitivity for confidentiality and privacy** e.g. in the classroom store cupboard or medical folder
- Discuss with Parent - Medical Management Plan, Risk Minimisation and Communication Plan and medication is taken on all excursions the child attends
- educators will communicate in writing to all other families in care the Allergen triggers and other requirements for ensuring the safety of all children at risk
- leadership will identify any training and development for team members to ensure compliance with child at risk safety

During the program, the staff and educators will:

- educators will, in line with confidentiality and privacy, identify any child's specific medical condition, location and risks e.g. triggers, to any relevant relief or casual staff, students, volunteers or visiting early childhood professionals
- Educator will check medication details, dosage, authorizations and expiry date before administering
- Educator will follow duty of care, policy and procedure for medical management, incidents, illness etc. and document any reflections and feedback to leadership of practice issues or concerns
- Leadership will ensure external notifications are completed as per the policies and procedures, regulations etc.

The parent will:

- Parent/Guardian is aware of the policy that the child who has been prescribed with medication is NOT permitted to attend the service without providing the prescribed in date medication, signed in and medication authorization form completed each day of attendance.
- the parents/guardian and educators are required to communicate any changes with each other in writing e.g. email, SMS. The Medical Management Action Plan and Risk Minimisation and communication Plans need to be updated each time a change occurs, and a copy is to be provided to the person in charge at the service.

If applicable, please list below any other communication processes to be changed or added to this communication plan

Strategies to avoid medical triggers			
Relevant Yes / NA	Risk - possible triggers	Strategy - how to prevent this occurring	Who is responsible
	Food is provided by the service	Menus planned with parents & food prepared as parents instruction	Educator, Parent
	Food is provided by the parent	The parent provides all of the food for the at risk child.	Parent
	Food cross contamination	Ensure separate storage of foods or ingredients containing allergen	Educator Parent
		Ensure all food handling minimises risk of cross contamination, including hygiene of surfaces, food utensils and containers.	Educator
		Have liquid soap, running water and paper towels accessible for all children's use	Educator
	Consumption of Food Allergen	System to ensure child is only served food prepared for child at risk e.g. self-serving, separated lunch boxes, separate utensils and crockery.	Educator Parents
		Child consumes food together with peers and allows social inclusion, seated in low risk space	Educator
		Children are regularly reminded of no food sharing	Educator
		Children are supervised during eating.	Educator
	Cooking with children with Food Allergens	Endeavour for parents of child at risk to be included in the planning. Parents may prefer to provide the ingredients themselves, change recipe or supplement an ingredient.	Educator Parent
		Ensure cooking is encouraged, active participation and inclusive	Educator
	Party or celebration	Give plenty of notice to families about the event and limitations in writing.	Educator
		Ensure, if appropriate and requested, a safe treat is provided for child at risk if treats are provided for other children and discussed with the parent	Parent Educator
		Specify foods that families or educators may bring for the party and note particular foods and ingredients that should not be sent.	Educator
	Protection from insect allergies	Decrease the number of plants that attract insect allergen.	Educator
		Ensure child wears clothes with long sleeves and shoes outdoors.	Educator Parent
		Manage any instance of insect infestation.	Educator
	Latex allergies	Avoid the use of party balloons or contact with latex gloves.	Educator

Additional strategies to avoid medical triggers

Risk - possible triggers	Strategy - how to prevent this occurring	Who is Responsible

Parent/Guardian Name	Signature	Date

Supervisor/Educator/Staff Name developing this Plan	Signature	Date

This Risk Minimisation and Communication Plan emailed to all team members and parent when completed:

Name of Educator/team/parent	Date Copy Sent	By Who

Dates of Review: *(upon enrolment/annually/when changes occur/new diagnosis/after significant events)*

Date	Parent/Guardian Name	Educator/Staff Name	Next Review Due

Please retain a copy of this plan onto the child's file electronically, scan, email parent updated copy after each review.