



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

Maldon Neighbourhood Centre Occasional Childcare

Medical Conditions Risk Minimisation & Communication Plan

(Attach to the Medical Conditions Management Plan provided by child's doctor)

Child Name:	Date of Birth:
Specific health care needs or diagnosed medical condition:	
List Predominant Trigger/s: (For example: Eating certain food, using products containing certain foods, chemicals or other substances, temperature, dust, physical activity, exposure to certain animals or plants, mould, pollen, missed meal, etc)	



MEDICAL CONDITIONS RISK MINIMISATION PLAN

Strategies to Avoid Triggers (Prepared by Parents and Service)

PLEASE NOTE THE RELEVANT RISKS, STRATEGIES AND RESPONSIBILITIES IN THE TABLE BELOW:

Risks	Strategy	Who is Responsible?
<ul style="list-style-type: none"> At enrolment, a child who has a diagnosed health care need, allergy or relevant medical condition is accepted at our education and care service. 	<ul style="list-style-type: none"> All reasonable additional requirements must be met to ensure that the child's safety, health and wellbeing is protected. Anaphylaxis, asthma and first aid trained educators are on the premises at all times Service will be cleaned daily to reduce allergens and damp cloths used so dust is not spread into the atmosphere. 	<ul style="list-style-type: none"> Parent informs the service at any time of any diagnosed health care needs, allergies or relevant medical conditions for their child. Childcare Coordinator will notify parents of any allergens that pose a risk to the child. Childcare Coordinator ensures anaphylaxis, asthma and first aid currency are in place and records maintained. Childcare Coordinator maintains compliance in rostering and communicates through handover to the responsible person in any absence. Childcare Coordinator communicates regularly with parents and sends reminders for updates. Childcare Coordinator maintains a current EpiPen / asthma medication for the age of children at the service.



		<ul style="list-style-type: none"> • Educators spot clean throughout a session and between sessions and Childcare cleaned daily by contract cleaners.
<ul style="list-style-type: none"> • Records must be compliant to policy and as part of the ongoing enrolment and orientation procedures for the service. 	<ul style="list-style-type: none"> • A consistent and systematic approach to records, medication storage, location and communication is known and demonstrated. • A medical management plan with child's photo and medication authority is current and located inside staff cupboard door and in the child's file. • The child's and service medication is stored on the shelf above microwave with the first aid box, and the child's EpiPen/asthma medication is accessible in the environment where educators are supervising the child. • The medical conditions management plan, risk minimisation plan, communication plan and medication are accessible to all educators. Discussions to explain where these items are kept are held with parents, educators and volunteers. • 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 	<ul style="list-style-type: none"> • Management ensures all appropriate policies in place • Childcare Coordinator ensures a medical management plan is current and provided by the parents of the child. • Childcare Coordinator develops and reviews a risk minimisation plan between the service and the parents of the child and communicates to all staff. • Childcare Coordinator maintains a communication at the entry of service that a child with a known allergy/medical condition is present at the service. • Parents are required to authorise administration of medication and educators will complete a record on an Incident Form whenever medication is provided outside of the authorised, regular dispensing of such. • The Childcare Coordinator will identify all children with specific health care needs, allergies or diagnosed medical conditions to



	<p>anaphylaxis displayed in the front foyer with other prescribed information.</p> <ul style="list-style-type: none"> • A copy of parent's authorisation to administer medication is attached to medical management plan and original filed in child file. • The Childcare Coordinator will discuss with the parents any allergens that pose a risk to the child. 	<p>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.</p>
Food	<ul style="list-style-type: none"> • Children will be supervised when eating and drinking and/or while other children are eating and drinking. • The child will only eat food prepared and bought to the service by the parents. • The child's food containers will be labelled clearly. Educators may refuse to give the child food from unlabelled containers. • Educators to clean tables and floors of any dropped food as soon as practical. • Educator to communicate with families regarding any planned cooking or food preparation activities. 	<ul style="list-style-type: none"> • Management maintain and regularly review a Food Policy. • Educators and Families adhere to Food Policy.



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MEDICAL CONDITIONS COMMUNICATION PLAN

(Prepared by Parent/Guardians and Childcare Coordinator)

The following communication plan is prepared to set out how:

- relevant staff members, parents and volunteers are informed about the medical conditions policy, the medical management and risk minimisation plans for the child.
- a parent of the child can communicate any changes to the medical management plan and risk minimisation plan for the child.

Service

Educators:

- will complete an Incident, Injury, Trauma and Illness Record form and advise parents when a 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.
- acknowledge a copy of the Medical Conditions Policy has been provided and is available in the service.

Childcare Coordinator:

- will advise all new educators, staff, volunteers and students about the location of the child's medical conditions management plan, risk minimisation plan, communication 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 newsletters and information on parent noticeboards.



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- update a child's enrolment and medical information as soon as possible after parents update the information.

Parents/Guardians

Parents/Guardians will:

- advise the Childcare Coordinator 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 details annually in enrolment documentation of any medical condition.
- advise educators in writing on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms (if known).
- acknowledge a copy of the Medical Conditions Policy has been provided and is available in the service.

Other Comments:



Quarterly Checks for date of expiry on medication

	Term 1	Term 2	Term 3	Term 4
Date	/ /	/ /	/ /	/ /
Expiry Date	/ / *	/ / *	/ / *	/ / *
Signature				

* Tick if parents notified of near expiry/expired medication.



I/we agree to these arrangements, including the display of our child's picture, first name, medication held and location, and brief description of allergy/condition on a poster in a prominent place in the Childcare to alert all staff, volunteers and students.

	Name:	Signature:	Date:
Parent/Guardian:			
Childcare Coordinator:			

The Childcare Coordinator verifies that these educators have been communicated with regarding the current plans and procedures for this child:

Educator/Staff Name	Date	Signature of educator/staff member

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