

## Risk Minimisation Plan

Name:

DOB:

Group:

Medical Condition:

Child's current medical management plan with the photo is displayed.      Yes      No

Location:

Family provided with a copy of the services 'Dealing with Medical Conditions Policy' & specific policy relating to the medical condition e.g. asthma, diabetes, allergy.    **Date:**

Is a written request required to be sent to all families at the service to follow specific procedures to ensure the wellbeing of the diagnosed child?      Yes      No

Details

**Potential risks to the child:**

**Appropriate strategies:**

**Person responsible:**

Who will implement the child's medical management plan & stay with child?

Who will telephone the ambulance & parents/ guardians?

Who will ensure the supervision of the other children at the service?

Who will let the ambulance officers into the service and take them to the child?

**All Educators are informed of:**

<ul style="list-style-type: none"> <li>Location of Medication/equipment if applicable (e.g. spacer, Epipen) Location:</li> <li>Location of Medical management plans. Location:</li> <li>Risk minimisation plan &amp; Communication plan stored in child's enrolment record Date:</li> <li>Child can only attend if 'in date' medication is present at the service. <b>Expiry Date:</b></li> </ul>	Yes	No
<b>Staff Initials</b>		

**All educators are informed, inducted & familiar with:**

<ul style="list-style-type: none"> <li>Medical management plan.</li> <li>Policy &amp; procedures for the management of the diagnosed medical condition.</li> </ul>	<b>Date:</b> Yes	No
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All relief educators, volunteers & students are informed, inducted & familiar with the medical management plan as per the 'Guidelines for Emergency Staff'.	Yes	No
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All Room Leaders and Kindergarten teachers have undertaken approved management training and participate in regular practice sessions if required.	Yes	No
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A completed Ambulance Victoria AV 'How to call card' is located next to all telephones.	Yes	No
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Medication/ equipment (including a copy of medical management plan is carried by an educator when a child with a diagnosed medical condition is taken outside the service premises e.g. on excursion.	Yes	No
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Incurion/Excursion Personnel are advised of medical conditions/allergies.	Yes	No
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Any necessary modifications are implemented to minimise risk.	Yes	No
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**Additional Notes**