ATTACHMENT 1



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| **Sample Suggestions for a Risk Minimisation Plan**The following information is not a comprehensive list but contains suggestions to consider when developing/reviewing your service’s risk minimisation plan in consultation with parents/guardians. |
| **How well has the service planned for meeting the needs of children diagnosed medical conditions?** |
| Who are the children? |  | List names and room locations of each child diagnosed. |
| What is the medical condition? |  | List all requirements and procedures needed to manage this medical condition. |
| Do staff (including casual and relief staff), volunteers and visiting staff recognise the children at risk? |  | List the strategies for ensuring that all staff, including casual and relief staff, recognise each child diagnosed, are aware of the child’s specific needs and the location of their medical management plan and medication/equipment. |
|  | Confirm the location of each child’s medical management plan and ensure it contains a photo of the child |
| Do families and staff know how the service manages the medical condition? |  | Record the date on which each family of a child diagnosed with a medical condition is provided a copy of the service’s *Dealing with Medical Conditions Policy* and or any other relevant policy i.e. Diabetes Policy |
|  | Ensure that there is a recorded procedure in place to regularly check the expiry date of any medication |
|  | Ensure a written request is sent to all families at the service to follow specific procedures to ensure the wellbeing of the diagnosed child if required |
| Other |  | Ensure a completed Ambulance Victoria *AV How to Call Card* is next to all telephone/s including mobile phones |
|  | Medication/equipment, including a copy of the medical management plan, is carried by staff when a child with a diagnosed medical condition is taken outside the service premises e.g. for excursions |
| **Do all staff know how the service aims to minimise the risk of a child being exposed to an allergen?** |
| Think about times when the child could potentially be at risk and develop appropriate strategies including identifying the person responsible for implementing them (refer to the following section for possible scenarios and strategies). |
|  | Hygiene procedures and practices are followed |
|  | Employ intentional teaching strategies to raise the awareness of all children about the diagnosed medical condition |
|  | Assessing the environment, in consultation with the family, for any risks and addressing them as required and recording actions taken. (in child’s enrolment record) |
| **Do relevant people know what action to take if a child becomes ill?** |
|  | Know each child’s medical management plan and implement the procedures |
|  | Know• who will implement the child’s medical management plan and stay with the child• who will telephone the ambulance and the parents/guardians of the child if required• who will ensure the supervision of other children at the service• who will let the ambulance officers into the service and take them to the child.• who will write up the incident/illness and if the incident is notifiable to DET notify your Shine Bright Early Years Advisor immediately so that they can make the notification to DET within the 24 hour time period |
|  | Ensure all staff have undertaken approved management training and participate in regular practise sessions if required. |
|  | Ensure a completed Ambulance Victoria *AV How to Call Card* is located next to all telephone/s including mobile phones. |

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| Potential exposure scenarios and strategies |
| **How effective is the service’s risk minimisation plan?** |
|  | Review the risk minimisation plan of each child diagnosed with a medical condition with parents/guardians at least annually, but always on enrolment and after any incident. |
| **Scenario** | **Strategy** | **Who is responsible?** |
| Food is provided by the service and a food allergen is unable to be removed from the service’s menu (e.g. milk). | Menus are planned in conjunction with parents/guardians of children diagnosed as at risk, and food is prepared according to the instructions of parents/guardians.Alternatively, the parents/guardians provide all food for the at-risk child. | Cook, Nominated Supervisor, staff, parents/guardians |
| Ensure separate storage of foods containing the allergen. | Cook and staff |
| Cook and staff observe food handling, preparation and serving practices to minimise the risk of cross-contamination. This includes implementing good hygiene practices and effective cleaning of surfaces in the kitchen and children’s eating area, food utensils and containers. | Cook, staff and volunteers |
| There is a system in place to ensure the child diagnosed as at risk is served only food prepared for him/her. | Cook and staff |
| A child diagnosed as at risk is served and consumes their food in a location considered to be at low risk of cross- contamination by allergens from another child’s food. Ensure this location is not separate from all children and allows social inclusion at meal times. | Staff |
| Children are regularly reminded of the importance of not sharing food. | Staff |
| Children are closely supervised during eating. | Staff |
| Party or celebration | Give parents/guardians adequate notice of the event. | Nominated Supervisor and staff |
| Ensure safe food is provided for the child diagnosed as at risk. | Parents/guardians and staff |
| Ensure the child diagnosed as at risk only eats food approved by his/her parents/guardians. | Staff |
| Specify a range of foods that all parents/guardians may send for the party and note particular foods and ingredients that should not be sent. | Nominated Supervisor and staff |
| Protection from insect bite allergies | Specify play areas that are lowest risk to the child diagnosed as at risk and encourage him/her and peers to play in that area. | Staff |
| Decrease the number of plants that attract bees or other biting insects. | Nominated supervisor and staff |
| Ensure the child diagnosed as at risk wears shoes at all times if required in management plan they are outdoors. | Staff |
| Respond promptly to any instance of insect infestation. It may be appropriate to request exclusion of the child diagnosed as at risk during the period required to eradicate the insects. | Approved Provider/Nominated Supervisor and staff |
| Latex allergies | Avoid the use of party balloons or latex gloves. | Staff |
| Cooking with children | Ensure parents/guardians of the child diagnosed as at risk are advised well in advance and included in the planning process. Parents/guardians may prefer to provide the ingredients themselves.Ensure activities and ingredients used are consistent with risk minimisation plans. | Nominated Supervisor and staff |