ATTACHMENT 2



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| **Sample Suggestions for a Communication Plan**  The following information is not a comprehensive list but contains suggestions to consider | | |
| Has a communication plan been developed which includes procedures to ensure that:   * all staff, volunteers, students and parents/guardians are informed about the policy and procedures for the management of diagnosed medical conditions * parents/guardians of a child diagnosed are able to communicate with service staff about any changes to the child’s diagnosis or medical management action plan * all staff, including casual, relief and visiting staff, volunteers and students are informed about, and are familiar with, all medical management plans and the risk management plan. |  | Staff will meet with parents/guardians of a child diagnosed prior to the child’s commencement at the service and will develop an individual communication plan for that family before the child attends. |
|  | An induction process for all staff and volunteers includes information regarding the management of the medical condition at the service including the location of any medication/equipment and the medical management plans, risk minimisation plans and procedures, and identification of children at risk. |
|  | Determine the preferred method of communication with parents/guardians i.e. email, phone call, text, in person etc. |
|  | All new staff have completed induction as the service and a record in filed in their staff record at the service and provided to the Approved Provider – Shine Bright |