Risk Minimisation Plan

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| --- | --- | --- | --- | --- | --- |
| **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** |
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| 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? |  |

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| **All Educators are informed of:** |
| * Location of Medication/equipment if applicable (e.g. spacer, Epipen)
 | **Yes:** |  | **No:** |  |
| **Location** |  |
| * Location of Medical management plans.
 | **Yes:** |  | **No:** |  |
| **Location** |  |
| * Risk minimisation plan & Communication plan stored in child’s enrolment record
 | **Date:** |  |
| * Child can only attend if ‘in date’ medication is present at the service.
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| **Date** |  | **Staff initials** |  |
| **All educators are informed of, inducted & familiar with:** |
| * Medical management plan.
* Policy & procedures for the management of the diagnosed medical condition.
 | **Date** |  |
| **Yes:** |  | **No:** |  |
| All relief educators, volunteers & students are informed, inducted & familiar with the medical management plan as per the ‘Guidelines for Emergency Staff’. | **Yes:** |  | **No:** |  |
| All Room Leaders and Kindergarten teachers have undertaken approved management training and participate in regular practice sessions if required. | **Yes:** |  | **No:** |  |
| A completed Ambulance Victoria AV ‘How to call card’ is located next to all telephones. | **Yes:** |  | **No:** |  |
| 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:** |  |
| Incursion/Excursion Personnel are advised of medical conditions/allergies. | **Yes:** |  | **No:** |  |
| Any necessary modifications are implemented to minimise risk. | **Yes:** |  | **No:** |  |
| **Additional Notes** |
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