

**Woodend Primary School OSHC  
Medical Condition  
Risk Minimisation and Communication Plan**



<b>Child's Name:</b>	<b>Date of Birth:</b>
<b>Other Health Conditions:</b>	
<b>List Medication stored in OSHC medication cabinet:</b>	
<b>Any other notes:</b>	

**Parent/carer contact:**

Parent/carer information (1)	Parent/carer information (2)
<b>Name:</b>	<b>Name:</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Home phone:</b>	<b>Home phone:</b>
<b>Work phone:</b>	<b>Work phone:</b>
<b>Mobile:</b>	<b>Mobile:</b>

<b>Other emergency contact (if parent/carer not available):</b>	
<b>Name:</b>	<b>Relationship to Child:</b>
<b>Home:</b>	<b>Mobile:</b>
<b>Work:</b>	
<b>Medical Practitioner contact:</b>	

The following Medical Condition Risk Minimisation and Communication Plan has been developed with my knowledge and input and will be reviewed on (record date): .....

I/We agree to these arrangements, including the display of our child's picture, name, and brief description of medical condition displayed in the OSHC office.

**Signature of Parent/Carer:** .....

**Date:** .....

**Signature of Nominated Supervisor:** .....

**Date:** .....

# Medical risks at the service and how these are minimised.

## Strategies to Avoid Triggers:

**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, etc.)  
PLEASE LIST TRIGGERS RELATED TO CHILD:

Other Triggers:

## Risk Minimisation

- First aid trained educators are always on the premises.
- The **MEDICATION MANAGEMENT PLAN** and **RISK MINIMISATION PLAN/COMMUNICATION PLAN** and **SAFETY/RISK MANAGEMENT** are accessible to all educators and a copy will be stored in the medical management plan folder and bag with the child's medication.
- Service Epipen and emergency asthma kit is stored in medication cabinet.
- The child's medication is stored and secured in the medication cabinet located in OSHC medication and accessible by educators.
- Medication checklist will be completed and signed by two educators, prior to administration.
- The child's medication will be checked to ensure it is current and has not expired.
- The Nominated Supervisor and educators will ensure they know the location of the child's medical management plan, risk minimisation plan and medication.
- Parents are required to authorise administration of medication in writing and two educators will complete administration of medication record when provided.

## Medical Communication Plan

### Educators:

- Will complete an Incident, Injury, Trauma and Illness form and advise you when your 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.
- Advise parents if child's medication needs to be replenished.

### The Nominated Supervisor will:

- Advise all educators and about the location of the child's medical management plan, risk minimisation 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.
- Update a child's enrolment and medical information when required.

## Parents/Caregivers

### Parents will:

- Verbally advise the Nominated Supervisor of changes in the medical management plan or medication 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.
- Please do not send your child to OSHC if they are unwell, and if they become unwell you will be contacted to collect them from OSHC.
- Ensure the service has adequate supplies of the child's medication.

Actions to be completed by the Service	Checked	Actions to be completed by the family	Checked
Nominated supervisor will ensure that all educators understand medical conditions for this child.		Medical management plans are correct and current to ensure the correct information is provided to the service	
Medical management plan is fully completed and visible for educators at high-risk areas		Any changes to their child's medical condition will be communicated immediately to the nominated supervisor.	
The risk minimisation plan is developed and completed with lead educators and family (child if relevant)		The risk minimisation has been developed in consultation with family and service	
The nominated Supervisor will communicate with educators about food prep if any changes occur to a child's medical conditions.		If medical condition is food related, have talked with educators who prepare food about their child's requirements and menu alternatives.	
Medication will be stored in the OSHC office medical cupboard or in excursion suitcase when on excursions. Medication will be checked to ensure it meets policy requirements.		All medications required will always be on premises when child is in attendance. Medication will be prescribed by a doctor, in date, clearly labelled in original packaging.	
The Nominated Supervisor will ensure the medical management, risk management and communication plan are reviewed annually, or when changes are identified.		The medical management, risk management and communication plan will be reviewed annually or when changes are identified	

The director is responsible for ensuring that a current Medical Management Plan, Risk Minimisation and Communication Plan is developed and distributed to all parents and educators. Individual's communication plans will developed in conjunction with parents/carers and will provide information to guide all OSHC staff, children, students and parents/carers in the management of the medical condition including potential triggers, relevant medication and the appropriate first aid response. The parents/caregiver is responsible for informing Woodend Primary School OSHC of any changes to the child's Medical Management Plan and Risk Minimisation Plan.

## Medical Communication Plan

<i>Date</i>	<i>Communication</i>	<i>Educator Signature</i>	<i>Parent/carer signature</i>

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