



# 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 on the premises at all times.
- The MEDICATION MANAGEMENT PLAN and RISK MINIMISATION PLAN and COMMUNICATION PLAN are accessible to all educators and a copy will be stored in the medical management plan folder, with the child's medication, in daily attendance folder in our emergency evacuation bags.
- The child's medication is stored in the medication cabinet located in OSHC office and accessible by educators.
- Medication will be administered at 8:30am each morning, observed by two educators. Medication Rights Checklist will be completed and signed by two educators at each administration confirming the Checklist has been followed prior to administration.
- The child's medication will be checked to ensure it is current and has not expired.
- The Nominated Supervisor will identify Dylan Power to all new educators, staff, volunteers and students, and 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 on medication record, and educators will complete administration of medication record whenever medication is provided.
- A copy of parent's authorisation to administer medication is attached to medical management plan and original filed in medical authorisation folder for child.
- The service will display the child's picture, first name, medication held and location, and brief description of medical condition in prominent places to alert all staff, volunteers and students.
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## Medical Communication Plan

### Service

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 new educators, staff, volunteers and students 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 as soon as possible after parents update the information.

## Parents/Caregivers

Parents will:

- verbally advise the Nominated Supervisor of changes in the medical management plan or medication as soon as possible after the change, 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
- advise educators verbally or in writing on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms if known
- ensure the service has adequate supplies of the child’s medication

<i>Communication</i>	<i>Checked</i>	<i>Who is responsible</i>	<i>Risk Management Strategies</i>
Current Medical Management Plan, identifying known triggers has been provided		Parent	Action Plan provided before attendance
Parent/carer aware that the child is unable to attend OSHC without their prescribed medicine		Parent and Nominated Supervisor	Ensure medication is at OSHC otherwise child will not be able to attend
The prescribed medication expiry date has been checked at enrolment		Parent	Expiry date.....
OSHC staff have checked prescribed medication expiry date quarterly		Educator	Expiry date.....
Parents/carers are aware that every child attending OSHC with a medical management plan will have a current Action Plan and identifying photo displayed in the OSHC room		Parents / Educators	The children’s safety overrides privacy laws, Action Plan with photo will be displayed

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 communication plans will be 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 parent/caregiver is responsible for information Flagstaff Hill OSHC of any changes to the child’s Medical Management Plan and Risk Minimisation Plan.

