

Medical Risk Minimisation and Communication Plan

Child's Name		Date of Birth	Select Date
Parent's Details			

Medical Condition

Diagnosed Medical Condition, Health Need, Allergy or Other			Supporting Documentation Provided	<i>Y/N Details -</i>	
Medical Action Plan Supplied by Parent?	<i>Y/N</i>	Date Received	Select Date	Date to be reviewed	Select Date
Medication Required?	<i>Y/N</i>		Authorisation Completed?	<i>Y/N</i>	

Risk Assessment

Risks Identified	Risk Assessment (use matrix)	Control Measure/Strategy	Location/Activity	Person/position Responsible
	<i>Risk Level</i>	•		
	<i>Risk Level</i>	•		
	<i>Risk Level</i>	•		
Risk relating to the safe handling, preparation, consumption and service of food (if relevant)				
	<i>Risk Level</i>	•		
	<i>Risk Level</i>	•		
	<i>Risk Level</i>	•		

Notification relating to known allergens that pose a risk to a child			
Allergen	Areas of potential exposure	Strategies for Minimising Risks	Person/position Responsible

Medication	
How will the provision and access to medication be managed?	
Parents have been informed and acknowledge: <ul style="list-style-type: none"> • The service’s policies require identify medication to be accessible to the service for the child to attend. • Where the child is without medication for any reason, the parent (or authorised nominee) will be called to collect the child. 	Y/N

Communication and Training Plan
Location of the child’s <i>Medication Management (Action) Plan</i> and medication
•
Strategies/training for staff and volunteers to be able to identify the child, the Medical Management Plan and medication
•
How parents can communicate any changes to health/medical needs, <i>Medical Management Plan</i> or <i>Risk Minimisation Plan</i> :
•

Plan Prepared by:				Date:	Enter Date
Prepared in consultation with:					
Parent Name		Signature		Date:	Enter Date
Service Representative		Signature		Date:	Enter Date

Please note: This plan must be read in conjunction with the service's medical conditions policy.

Communication to staff and volunteers:	Name (Role)	Date