

Quantin Binnah – Risk Minimisation Plan & Communication Plan

Parents/ Guardians are required to develop the Risk Minimisation Plan before the child attends in consultation with the responsible person at the service. The RMP is required for every child enrolled who has a diagnosed health care need, allergy or relevant medical condition and will be kept with the child's enrolment records.

The following procedures have been developed in consultation with the parent/ guardian and implemented to help protect the child identified at high risk on a medical emergency:

Child's Name:

Child's D.O.B:

Medical Condition:	
Medication:	
Medication Expiry Date:	
Ambulance Cover:	YES/ NO
Insurance Policy Number:	

Please list any:

Allergens/ Triggers/ Risks Pollen Food Medication Pets/ Fur Insect Stings
 Fragrance Latex Other*

If Food or Others, please specify:

- Please list any strategies to minimise the risk to the child:
- Please list any ingredients your child must avoid, including foods labelled "May Contain":
- Parent/ Guardian additional comments/ instructions:
- What measures will be taken in the service to support the child?

I give authority to the team leader/ educators to call an ambulance after providing the required first aid and if the triggers are unmanageable. I have read and agree to the conditions of the Risk Minimisation Plan.

This plan was developed/ reviewed with the parent/ guardian on: _____ / _____ / _____

Staff Signature _____ Parent/ Guardian Signature: _____

Print Name _____ Print Name _____



Please scan to access Quantin Binnah Policies

For your child's needs do educators need any other documents?

Yes No If Yes, please specify:

Does your child require medication for this condition?

Yes No If Yes, please specify:

Do you need to supply the service with medical equipment to support your child (such as spacer, sharps box, glucose strips, batteries etc)?

Yes No If Yes, please specify:

Does this condition require the child to avoid certain foods?

Yes No If Yes, please specify:

Does the service kitchen require separate food preparation items to support this child (such as separate knife or chopping board)?

Yes No If Yes, please specify:

Is there anything else the educator needs to be aware of with food handling (for example, the child cannot use the same jar of jam as others, the child cannot share dips etc.)?

Yes No If Yes, please specify:

Is there anything that Educators should be aware of for the child to avoid?`

Yes No If Yes, please specify:

Is there anything Educators should know if the child was to go on excursion?

Yes No If Yes, please specify:

Parents to ensure:

- Action plan provided before attendance
- Ensure medication is at the service otherwise the child cannot attend
- The service and the child's parent/ guardian will communicate annually to ensure the child's medical management plan is current and remains in place
- The Risk Minimisation Plan will inform the children's services food purchases and menu planning
- Parents/ guardians to follow appropriate policies and procedures

Educators will ensure:

- Increased supervision during food activities to support the needs of the child
- The service is responsible for managing regular updates about medical conditions, sourcing information for all staff regarding children who may be in our care. This includes reviewing policies annually.
- The service is responsible for ensuring that a current Medical Management Policy and Communication Plan is developed and available to all parents and staff
- The location of the child's medical management plan and medication will be identified to all educators
- The prescribed medication expiry date has been checked and verified as in date