



# Aranda Afters Association Incorporated

## Risk Minimisation and Communication Plan

### Office Use only

Plan Implemented By: \_\_\_\_\_

(Leadership team)

Commencement Date:

Review Date:

Review Date:

Review Date:

This plan will be reviewed upon enrolment each year and after any incident or medical emergency involving the child in this plan.

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition:

**Asthma**

### Parent Details

Parent Guardian Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent Guardian Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_

### Medical Practitioner

Name:

Phone:

Address:



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The Risk Table is used to identify and manage any potential risks to your Child's condition, as listed above, while present at Aranda Afters.

Risk Table		
Risk Identified	Actions the service will take to minimise the Risk Identified	Who is responsible
Exposure to animals such as domestic dogs, cats, rabbits, rats, mice, guinea pigs and horses may trigger asthma.	Aranda Afters will consider child's Asthma triggers in the planning of program activities that may include animals. Where a preventative medication can eliminate an asthma attack parents will be notified so that preventative medications can be given.	Program Coordinators
Exercise may trigger asthma	Aranda Afters will encourage children to warm up and cool down before any exercise. Ensure the child takes any reliever medications prior to exercise specifically if the Action plan or Parent outlines this. Exercise will be avoided when air quality is poor, the child has a cold or flu and if the child already has asthma symptoms	Program Coordinators/ Educators
Cold temperatures and sudden change in weather may trigger asthma	Children's play outside will be avoided when air quality is poor, the child has a cold or flu and if the child already has asthma symptoms	Program Coordinators/ Educators
Colds and Flu may trigger asthma	Children's active play will be avoided when air quality is poor, the child has a cold or flu and if the child already has asthma symptoms. Parents will notify the service if the child has a cold or Flu to assist in managing the child's symptoms	Program Coordinators/ Educators



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## Service Communication Plan

- All persons working with children will be provided with a copy of our Medical Conditions Policy.
- All Educators participate in Asthma and Anaphylaxis Training every 12 months.
- All leadership staff members hold a complete First Aid Certificate and refresh CPR each year.
- General medications are stored in the one place in the office, each medication is stored in a clearly labelled box with the child's Name.
- Epi pens are stored in the one place in the first aid cupboard, each medication is stored in a clearly labelled box with the child's Name.
- Action plans are located in a folder in the first aid area and all staff will read and sign to say they have read the folder.
- Action plans are also located in the child's medication box.
- Aranda Afters will keep a register of Medication and Action plan Expiry dates and will communicate to families to update these in a timely manner.
- The Risk Minimisation and Communication plan for each child will be kept in the Medical conditions folder that all staff read.
- Kitchen staff are provided with an updated medical conditions list each term and updated when a change is notified to the service.

I, (Parent/Guardian name) \_\_\_\_\_ will communicate any changes in relation to my child's medical management plan and risk minimisation plan in writing to the nominated supervisor immediately.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Child's Communication Plan			
Date	Update	Who this was communicated to	How it was communicated