

Asthma

Risk Minimisation Plan and Family Communication Plan

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

Child's Name: **Date of Birth:**

CHECKLIST:	WHO IS RESPONSIBLE	RISK MANAGEMENT STRATEGIES
<p><i>Please list:</i> What are the issues and/or the actual/potential situations that could lead to a medical emergency, e.g. triggers</p>		
<p>Current medical management plan identifying known allergens has been provided.</p>	<p>Parent/guardian</p>	<p>Action plan provided before attendance</p>
<p>Parent/guardian are aware that the child is unable to attend the program without their prescribed medication</p>	<p>Parent/guardian Coordinator</p>	<p>Ensure medication is at the service otherwise child will not be able to attend</p>
<p>Parent/guardian has been provided with a medication authority form for completion indicating doctor's requirements regarding administration</p>	<p>Coordinator</p>	<p>Ensure the medication authority form is completed and provided with the medication in the child's name</p>
<p>Parent/guardian is informed that the service has a spare Ventolin that may be administered by educators as directed by an emergency medical advisor, if</p>	<p>Coordinator</p>	<p>Inform parent/guardian that the service has a spare Ventolin to be administered in the case of an emergency ONLY</p>

required		
Parent/guardian is informed that a minimum of one educator qualified in Emergency Asthma Management is in attendance at all times	Coordinator	Inform parent/guardian that a minimum of one educator qualified in Emergency Asthma Management is in attendance at all times
The prescribed medication is provided upon enrolment and the expiry date has been checked	Parent/guardian Coordinator	Expiry date of medication:
Educators at the service check medication expiry date at the beginning of each school term/vacation care period	Coordinator/Educators	Expiry date of medication: Term 1: Term2: Term 3: Term 4:
Parents/guardians are aware that every child attending the service with an identified medical condition will have a current Individual Emergency Action Plan with identifying photo displayed at the service	Coordinator/ Parent/guardians	Each child's Individual Emergency Action Plan will be displayed at the service Educators will be made aware of each child with an identified medical condition and their Individual Emergency Action Plan

SERVICE ENVIRONMENT

The outdoor environment will be monitored for potential allergens such as smoke, dust and pollens	Coordinator/ Educators	Environment checklists will identify the presence of such hazards
The service will ensure that cleaning products used are environmentally friendly and not used in the presence of children	Coordinator/ Educators	Cleaning products purchased will be monitored for safety
The weather will be taken into consideration when planning outdoor activities with suitable alternative activities planned for children at risk of asthma	Coordinator/ Educators	Educators will monitor weather for children at risk of asthma
Any animals included as part of an incursion activity or kept at the service as a pet will only be allowed if it is not a known trigger for a child at risk of asthma	Coordinator/ Educators	Animals will only be allowed in to the service with prior authorisation of the Coordinator
Some food, food containers, boxes and packaging in crafts, cooking and science experiments, may be restricted depending on the allergens/triggers of the children attending the service at	Educators	Where necessary and practical allergens and triggers will be removed from service

the time		
Foods used in activities, should be consistent with this risk minimisation plan and will be discussed with the parent/guardian of a child at risk of asthma	Educators	Educator's awareness will ensure the activities are appropriate for children attending the service.
The service will be cleaned daily in order to keep allergens to a minimum	Coordinator/ Educators	Cleaning checklists implemented
Service staff will use damp cloths when cleaning to minimise dust going into the air	Coordinator/ Educators	All service staff training in suitable cleaning techniques

PARENT/GUARDIAN COMMUNICATION PLAN - I UNDERSTAND THAT:

<p>As the parent/guardian of, I am responsible for notifying the Nominated Supervisor of any changes to my child's medical condition including their Individual Emergency Management Plan and this Risk Minimisation Plan. Any changes must be signed off by the treating doctor and a copy provided to the service.</p>
<p>In the event that my child suffers a medical episode whilst in care, service staff will administer emergency first aid as an immediate response and will call 000 for emergency medical treatment.</p>
<p>The service's Nominated Supervisor is responsible for managing and maintaining regular updates about my child's specific medical condition, sourcing information for all staff. This includes reviewing all policy documents annually.</p>
<p>All educators and other staff are informed about the medical condition of my child and have been shown their Individual Emergency Management Plan and this Risk Minimisation Plan.</p>
<p>My child's Individual Emergency Management Plan and this Risk Minimisation Plan must be reviewed annually.</p>
<p>I have received a copy of the service's Children with Medical Conditions Policy and the Medication Policy and have read and agree to the conditions as listed my child's Risk Minimisation Plan.</p> <p style="text-align: center;">YES NO</p>
<p>Parents/guardian's additional comments/instructions:</p>

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PARENT/GUARDIAN COMMUNICATION PLAN - I UNDERSTAND THAT:

As the parent/guardian of, I am responsible for notifying the Nominated supervisor of any changes to my child's medical condition including their Individual Emergency Management Plan and this Risk Minimisation Plan. Any changes must be signed off by the treating doctor and a copy provided to the service.
In the event that my child suffers an asthma attack whilst in care, service staff will administer Ventolin as an immediate response and will call 000 for emergency medical treatment.
The service's Nominated Supervisor is responsible for managing and maintaining regular updates about asthma, sourcing information for all staff regarding children who may be at risk of asthma in care. This includes reviewing all policy documents annually.
All educators and other staff are informed about the medical condition of my child and have been shown their Individual Emergency Management Plan and this Risk Minimisation Plan.
My child will be supervised by an educator when self-administering their own Ventolin medication, as per service policies and procedures.
My child's Individual Emergency Management Plan and this Risk Minimisation Plan must be reviewed annually.
I have received a copy of the service's Children with Medical Conditions Policy, Medication Policy and Asthma Policy and have read and agree to the conditions as listed in my child's Risk Minimisation Plan.
YES NO
Parents/guardian's additional comments/instructions:

This plan was developed in consultation with the parent/guardian on ____/____/____ and reviewed in consultation with the parent/guardian on ____/____/____.

Parent/guardian printed name:

Parent/guardian Signature: _____

Date:

Nominated Supervisor printed name:

Nominated Supervisor signature: _____ **Date:**
