

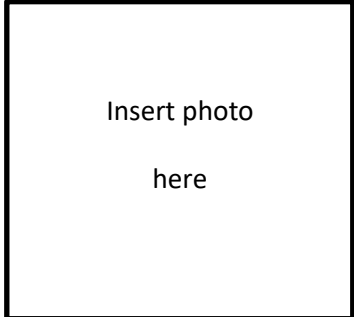


BRIGHTON RECREATIONAL CENTRE
SCHOOL HOLIDAY PROGRAM

MEDICAL CONDITION PLAN AND COMMUNICATION PLAN

Child's Name

D.O.B. :



Specific health care need, allergy or diagnosed medical condition

Medical risks at the service and how these are minimised

- Anaphylaxis, asthma and first aid trained educators are on the premises at all times.
- The medical management plan, risk minimisation plan and medication are accessible to all educators
- The child's medication is stored at Reception in the SHP medication area (as shown during induction). It will be taken with staff when going on excursions or outside of the Centre (oval/Emergency evacuations)
- Service Epipen and emergency asthma kit is stored in medication cabinet.
- The child's medication will be checked to ensure it is current and has not expired.
- There is a notification of child at risk of anaphylaxis displayed in the front foyer with other prescribed information.
- The Nominated Supervisor will identify all children with specific health care needs, allergies or diagnosed medical conditions 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 Nominated Supervisor will notify the parents of any allergens that pose a risk to the child.



The triggers for the child's health care need, allergy or medical condition are:

List triggers using medical management plan and information from parents

What educators, staff and volunteers will do to minimise effect of triggers:

This must be written in response to known allergens or child's health care needs.

Food handling, preparation, consumption and service

Educators to clean tables and floors of any dropped food as soon as practical
Child will be supervised at all times vigilantly while other children are eating and drinking.
The child will only eat food prepared and bought to the service by the parents.
The child's food items will be labelled clearly. Educators may refuse to give the child unlabelled food.
Child to be seated a safe distance from other children when eating and drinking with an educator positioned closely to reduce the risk of the child ingesting other children's food or drinks.

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
- regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child's medical management plan, risk minimisation information and medication information
- update a child's enrolment and medical information as soon as possible after parents update the information.

Parents

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.

Parent/s signature: _____

Nominated Supervisor: _____

Date: _____

