

MANAGEMENT OF MEDICAL CONDITIONS

ACTION AND MINIMISATION PLAN

- This form is to be completed in consultation with families and staff.
- Parents/Guardians are to inform the Director or Room Leader immediately if there are any changes to this record.
- This form must be updated at least every 12 months

PERSONAL DETAILS

Child's Name		Date of birth	
Emergency contact (eg: Parent/Guardian)			
Contact details	Home:	Work:	Mobile:
Other emergency contact (in case parent not contactable)			
Contact details	Home:	Work:	Mobile:

DOCTORS DETAILS

Name		Contact number	
------	--	----------------	--

MEDICAL DETAILS

Medical Condition			
Management/action plan from doctor provided to the service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are there any medications required for this condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If yes, please provide details:

Name of medication:

Frequency (when it needs to be administered):

Possible side effects/reactions:

Other:

N.B: You are required to complete an Authorisation to Administer Medication Form

Are there any triggers that we should be aware of (eg, allergies, exercise, pollens, etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If yes, please provide details:

RISK MINIMISATION PLAN
(to be made in consultation with guardian/s and educators)

Risks identified within the service – based on day to day running of the service, routines, playground, foods provided, etc)	
Steps taken to minimise the risks – eg, at meals times, during play, seasonal	
Is the medication stored at the service at all times Please note: The child cannot be at the service without their required medication	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where is the medication stored?	

COMMUNICATION PLAN
(for parents/guardians and educators)

Educators will be informed about the medical conditions policy upon employment, and as relevant throughout their employment. A copy of the child’s action plan will be developed, and placed in areas where staff and volunteers will easily be able to see it, ensuring that all staff and volunteers are informed about the child’s condition.

Parents are responsible for notifying centre staff about any changes to their child’s management plan, and medical condition, they are able to do this either verbally or in writing – providing the centre with a copy of the renewed action plan from the doctor.

What is your preferred method of communicating information about your child’s condition with us?

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Sign: _____

Director Sign: _____

Date: _____