



WEST END STATE SCHOOL PARENTS & CITIZENS' ASSOCIATION

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Medical Risk Minimisation Form

Child's Full Name	
Child's Date of Birth	
Parent/Carer Name	
Parent/Carer Phone Number	
Child's Medical Condition	
Medication Required	
Potential situations and/or triggers that could cause or exacerbate the condition, leading to a medical emergency?	
Food Allergens (if applicable)	
Safe Foods (if applicable)	
Other Notes or Comments:	

WESS OSHC Strategies and Responsibilities:

- All WESS OSHC educators are trained in first aid, CPR, and asthma and anaphylaxis management, and update their certification with training as needed.
- The Management Team will undertake appropriate measures to ensure that all staff members and volunteers are aware of any identified child's specific health care needs, allergies, or diagnosed medical conditions as outlined by a parent/carer on the child's Enrolment Form, including understanding of the identified child's Medical Action Plans, Risk Minimisation Plans, and storing of relevant medications.
- The Service will display the child's picture, name, required medication, and a brief description of the allergy/condition on a medical list and staff lanyards, in such a way to alert all relevant people. This information will be displayed so it is not visible to non-relevant people to protect the child's privacy.
- Medications will be stored either in the first-aid cupboard, within the Emergency Medical Bag or in a locked box in the service fridge, as needed. The first aid cupboard is unlocked for the entire duration that children are on OSHC premises

– all relevant first aid resources will be taken from the Services during emergency situations and for excursions. When medication is stored at OSHC, it will be checked regularly to ensure that it is current and not expired.

- When applicable, there is a notification of child at risk of anaphylaxis displayed in the front foyer with other prescribed information (no identifying features of the child will be used in this notification).
- The Management Team will undertake appropriate measures to update and review the child’s Medical Action Plan, Risk Minimisation Plan, and medication regularly at staff meetings, and seek feedback from staff members about any issues or concerns they may have in relation to the child’s medical condition
- The Management Team will undertake measures to regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child’s Medical Action Plan, Risk Minimisation Plan, medication, and other relevant information through newsletters and information on parent noticeboards.
- The Management Team will notify the parents of any allergens that pose a risk to the child within the Service.
- Educators will complete an Emergency Medication Administration Form when needed, and advise when the child requires medication where this has not previously been authorised (for a specific day or time). The Responsible Person of that session will review this form before notifying parents.
- Food-based allergens: When appropriate, relevant peoples will do the following to reduce food/allergen contaminants: clean and sanitise areas of the Service as needed to reduce potential allergens; use separate surfaces and utensils to prepare food items; label all food items appropriately (including refusing to give children unlabelled food); supervise children at all times while when an allergen is present; and ensure that children only eat food either prepared and bought to the Service by the parents, or prepared by the Service itself.

Parent Strategies and Responsibilities:

- Parents are required to authorise administration of medication form, and staff-members will complete administration of medication record or Emergency Medication Administration Form whenever medication is provided – a copy of this is provided to the parent and filed with the children’s relevant medical information.
- Parents will advise the service in writing of changes in the Medical Action Plan or medication as soon as possible after the change, and immediately provide an updated Medical Action Plan, Medical Risk Minimisation Form, medication, and medication authorisation (if relevant).
- Parents will provide an updated Medical Action Plan annually, whenever it is updated, or prior to expiry.
- Parents will provide details annually in enrolment documentation of any medical condition.
- Parents will advise the Responsible Person on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms if known.
- Parents will ensure the service has adequate supplies of the child’s current and not-expired medication.

Parent/Carer Agreement:

As the Parent/Carer of the child named above, I confirm that I have read, understood, and agree to WESS OSHC implementing the risk mitigating arrangements outlined above, including: the display via poster and/or lanyard of my child’s picture, name, medication needs and on site location, as well as brief description of allergy/condition on a poster and/or lanyard, for the purposes of informing all relevant WESS OSHC staff and volunteers.

Parent/Carer Name	
Parent/Carer Signature	
Date	

Office Use Only: Coordinator’s Agreement – All relevant WESS OSHC staff members have been made aware of this plan and understand the risk, as well as any plans to minimise the risk and how to respond if a risk has been detected.	
Coordinator Name	
Coordinator Signature	
Date	