

Anaphylaxis/ Allergy Management, Risk Minimisation & Communication Plan

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Important Information: please tick

Anaphylaxis Drug Allergy Diagnosed Undiagnosed

**IMPORTANT – PLEASE COMPLETE AN ANAPHYLAXIS OR DRUG ALLERGY ACTION PLAN DEVELOPED BY ASCIA:
THIS IS REQUIRED TO BE COMPLETED AND SIGNED BY YOUR CHILD’S DOCTORS**

Child’s Name: _____ Date of Birth: _____

Date on Plan: _____ Review for Plan: _____

ATTACH
PHOTO OF
CHILD

ALLERGY MANAGEMENT

STAGE 1 – List of Allergies:

Please describe what symptoms will become evident when your child has an adverse reaction:

STAGE 2 – When your child has an allergic reaction:

At the first sign of a reaction **please administer:**

Name of medication: _____

Dose and Method of application: (must be in line with medication directions) _____

If symptoms get worse: (Please note if Anaphylaxis – call 000 immediately)

Steps to take:

- _____
- _____
- _____
- _____

Parent Contacts:	Parent Information (1)	Parent Information (2)
First Name		
Last Name		
Contact No: Mobile/work		
Signature (At least one parent to sign)		

UNIVERSAL RISK MININISATION PLAN - Strategies to Avoid Allergy Triggers

- Anaphylaxis, asthma and first aid trained educators/educator assistants are always in the presents of children.
- The medical management plan, risk minimisation plan and medication are accessible to educators. Discussions to explain where these items are kept are held with parents, educators, and educator assistants.
- The child’s and Educators medication are stored in the prescribed location of the home.
- 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 with other prescribed information.
- The Service will identify all children with specific health care needs, allergies or diagnosed medical conditions to all required educators, on enrolment 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 always available and original filed in child’s file.
- The educator will discuss with the parents of any allergens that pose a risk to the child.

Specific Health Care Risk Minimisation Plan:
 (To be filled in by Educator in relation to child in care)

Specific Health Condition	What triggers are there: (List from previous page)	What strategies are in place to reduce triggers/risks	Likelihood of occurring Rare, unlikely, possible, likely, almost certain

COMMUNICATION PLAN (Prepared by Parents and Educator)

Child Name:	Date of Birth: / /
Specific health care needs or diagnosed medical condition:	

The following communication plan is prepared in accordance with regulation 90(1)(iii) to set out how: relevant staff members, parents and educators are informed about the medical conditions policy; and the medical management and risk minimisation plans for the child; and a parent of the child can communicate any changes to the medical management plan and risk minimisation plan for the child.

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; and
- acknowledge a copy of the Medical Conditions Policy has been provided and is available at the Family Day Care residence.

Coordination Unit Staff will:

- advise all new educators, 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 and seek feedback from educators about any issues or concerns they may have in relation to the child's medical condition;
- update a child's enrolment and medical information as soon as possible after parents update the information.

Parents

Parents will:

- advise the Service and educators 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 on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms (if known); and
- acknowledge a copy of the Medical Conditions Policy has been provided and is available at the service and educators residence.

Other comments:

I/we agree to these arrangements, including the display of the above child's Anaphylaxis Action Plan. Also, the above information on this form is correct and current.

Parent Signature: _____ Date: _____

Educator Signature: _____ Date: _____

<p><u>Office use only:</u> Sighted and saved on behalf of My Place Family Day Care</p> <p>Coordinator Signature: _____</p> <p>Date: _____</p>
