



Risk Minimisation Plan and Communication Plan (Asthma/Anaphylaxis/Allergy)

Child's name:	
Date of birth:	Year level:
Medical Condition (Asthma/Anaphylaxis/Allergy):	
Predominant Trigger/s:	
Other Triggers:	

This plan is to be completed by a parent/carer on the basis of information from the child's medical practitioner.

Risk(s)	Who is Responsible	Risk Management Strategies
Current Medical Management Plan, identifying known allergens / triggers has been provided.	Parent/guardian	Action Plan provided before attendance
Parents/guardians are aware that the child is unable to attend the program without their prescribed medication.	Parent/guardian	Ensure medication is at the service
Parent/guardian is informed that YMCA School Holiday Program does not provide an auto injection device and the child's device which is kept at service must be used.	Educators	Inform parents
The prescribed medication expiry date has been checked at the time of sign in each day of attendance.	Parents/ Educators	Expiry Date: __/__/__
The YMCA School Holiday Program ventolin expiry dates have been checked. Medication is checked every term for expiry dates.	Educators	Exp epi pen 1 __/__/__ Exp epi pen 2 __/__/__ Exp ventolin __/__/__
In cases where the child has a severe food allergy, all food for this child will be checked and approved by the child's parent/guardian.	Educators	Where different food is offered, educators to seek approval from parent/guardian
During YMCA School Holiday Program when children provide their own food, it may be necessary to separate the child from others who may be consuming food or drink containing or potentially containing the allergen.	Child/Educator	Ensure child is safe from allergens while maintaining a social environment at all times. Hand washing before and after eating. Tables sanitised.
Parents/guardians are aware that every child attending the service with a medical management plan will have a current Action Plan and identifying photo displayed in Reception of the Service. All educators will be aware of condition & medications.	Parents/ guardians/ Educators	The children's safety overrides privacy law, action plan with photo will be displayed
Supervision will be increased for children at risk of a severe allergic reaction at certain times, eg incursions and excursions, cooking activities and sport activities.	Educators	Children to be monitored at a higher level when risk is increased



Ensure tables and bench tops are sanitised before and after eating if consuming food inside.	Educators	Educators to follow standard hygiene practices
Some food, boxes, packaging, cooking, crafts and experiences may be restricted depending on the allergens/triggers of the children attending the service at the time.	Educators	Where necessary and practical, allergens and triggers will be removed from the service
Food must be consumed in designated areas and children will be closely supervised at meal and snack times.	Educators/ Children	Keep food to designated areas
The service will not provide high risk foods such as peanut butter to children, nor will they be kept on the premises.	Educators	High risk foods will not be purchased.

Communication Plan

- The Community Programs Coordinator is responsible for managing and maintaining regular updates about anaphylaxis, asthma and allergies to the Educational Leaders and Educators in the YMCA School Holiday Program and is responsible for ensuring that Educators are informed of children at risk and steps to be taken in the event of an emergency.
- The Community Programs Coordinator and Educational Leaders and Educators are responsible for ensuring that a current YG 114-O Medication and Medical Conditions Policy in Children's Services Policy is available to parents at all times; this includes on the YMCA Geelong website in the Policy library and in the service at reception.
- The Community Programs Coordinator will email parents and guardians directly if there are any concerns about the medical information provided and seek clarification.
- Community Programs Coordinator will provide a medical summary and action plan treatment on a display board to Educators in Reception areas and the Educators will be required to read and understand the individual needs of the child in their care.
- The parent/guardian is responsible for informing the Community Programs Coordinator of any changes to the Medical Management Plan & Risk Minimisation Plan.

Individual Risk Minimisation: (If additional information required)

Individual Communication Plan: (If additional information required)

This Risk Minimisation and Communication Plan was developed/reviewed in consultation with the parent/guardian

Printed Name: _____ Signature: _____ Date: _____

Name of Co-ordinator/Educator: _____ Signature: _____ Date: _____