





Education and Care Services Legislation Compliance

❖ Education and Care Services National Regulations 77, 90-96, 160-162, & 168 (2)(d).

 Medical Condition		ANAPHYLAXIS	
 Child and Parent Details			
Child Name		Date of Birth	
Type of Anaphylaxis			
Parent Details	Name: _____ Relationship: _____ Contact Number: _____		

 Medication	
How will the provision and access to medication be managed?	
<ul style="list-style-type: none"> ▪ All prescribed medication is to be stored on site in an individual RED medical bag in the Child Medication cupboard located in the OSHC Office. This medical bag will also be taken on all excursions. ▪ The prescribed medication must be in the original packaging, with a chemist label attached, stating the child full name and dosage. 	
Parents have been informed and acknowledge: <ul style="list-style-type: none"> ✓ The service's policies require identify medication to be accessible to the service for the child to attend. ✓ Where the child is without medication for any reason, the parent (or authorised nominee) will be called to collect the child. ✓ Expiry dates on medication will be closely monitored and parents will be notified three (3) months in advance that the medication is due to expire and must provide in date medication prior to the expiry date or child cannot attend. A new Authorisation to Administer Medication form must be completed. 	Initials: _____
 Communication and Training Plan	
Location of the child's Medical Management (Action) Plan and medication	
RED Medical Bag (located in the Child Medication cupboard) <ul style="list-style-type: none"> ▪ Medication to be stored on site in an individual medical bag. ▪ A copy of the Medical Action Plan will be stored in the individual medical bag with the child medication. 	

Child Enrolment Form (located in the locked filing cabinet in the OSHC Office)

- A copy of the **Medical Action Plan** will be stored in the child's enrolment folder.
- Any outdated versions of these documents will be stored in the child's enrolment folder.

Strategies/training for staff and volunteers to be able to identify the child, the Medical Management Plan and medication

- A photo of the child will be on display in the kitchen, the staff room and the Child Medication cupboard located in the OSHC office.
- Educator and volunteer induction processes will include children with medical conditions and information on where to locate a photo of the child and the Child Medical Conditions folder.

How parents can communicate any changes to health/medical needs, Medical Management Plan or Risk Minimisation Plan:

- Parents are to email the OSHC Management Team if any changes are to be made to the Medical Management Plan or Risk Minimisation Plan. This information will be stapled to this document until such time as the document is reviewed (*annually or as deemed necessary by a medical practitioner*).
- Parents will be requested to provide a letter from a medical practitioner if medication is no longer required for the specified medical condition stating that the child is no longer at risk.

I _____ agree to these arrangements, including the display of our child's photo, name, medication held and location, and a brief description of allergy/condition on display in the areas described above.

Plan prepared by:	OSHC Management	Date:	____/____/____
Prepared in consultation with:	OSHC Management, OSHC Educators and parent/guardian	Date for review:	JAN 2024 (<i>or as needed before this date</i>)
Parent Name:		Date:	____/____/____
Signature:			

Please note: This plan must be read in conjunction with the service's Medical Conditions policy.

OFFICE USE ONLY: To be completed by the Service

Diagnosed Medical Condition, Health Need, Allergy or Other	Anaphylaxis (life threatening)		Supporting Documentation Provided	Yes	No
Medical Action Plan supplied by parent?	Yes	No	Date Received:	Date to be Reviewed:	
			____/____/____	____/____/____	
Medication Required	Yes	No	Authorisation to Administer Medication form completed?	Yes	No
Service Representative:			Date:	____/____/____	
Signature:					



Risk Assessment

Triggers		Risk	Service Risk Minimisation Control Measure/Strategy	Location/Activity	Person Responsible
<input type="checkbox"/>	Tree nuts	<i>Low</i> <i>Moderate</i> <i>High</i>	<ul style="list-style-type: none">Individual Medical Management Plan will be followed for administration of medication (<i>Regulation 90</i>) and prescribed emergency medication is stored on site for administration when needed.The service is nut aware and families are notified upon enrolment and through regular communication that the service has children attending with anaphylaxis. Any child found to have nuts or nut products will be offered alternatives.The service will discourage sharing of foods.The service will not offer nut-based products at any time.The service will follow strategies listed below for safe handling, preparation, consumption, and service of food.	Meal times	Nominated Supervisor Responsible Person on Duty Educators supervising immediate area
<input type="checkbox"/>	Peanuts	<i>Low</i> <i>Moderate</i> <i>High</i>	<ul style="list-style-type: none">Individual Medical Management Plan will be followed for administration of medication (<i>Regulation 90</i>) and prescribed emergency medication is stored on site for administration when needed.The service is nut aware and families are notified upon enrolment and through regular communication that the service has children attending with anaphylaxis. Any child found to have nuts or nut products will be offered alternatives.The service will discourage sharing of foods.The service will not offer nut-based products at any time.The service will follow strategies listed below for safe handling, preparation, consumption, and service of food.	Meal times	Nominated Supervisor Responsible Person on Duty Educators supervising immediate area
<input type="checkbox"/>	Other nuts (Please specify): _____ _____	<i>Low</i> <i>Moderate</i> <i>High</i>	<ul style="list-style-type: none">Individual Medical Management Plan will be followed for administration of medication (<i>Regulation 90</i>) and prescribed emergency medication is stored on site for administration when needed.The service is nut aware and families are notified upon enrolment and through regular communication that the service has children attending with anaphylaxis. Any child found to have nuts or nut products will be offered alternatives.The service will discourage sharing of foods.	Meal times	Nominated Supervisor Responsible Person on Duty Educators supervising immediate area

		<ul style="list-style-type: none"> ▪ The service will not offer nut-based products at any time. ▪ The service will follow strategies listed below for safe handling, preparation, consumption, and service of food. 		
Milk	<p><i>Low</i></p> <p><i>Moderate</i></p> <p><i>High</i></p>	<ul style="list-style-type: none"> ▪ Individual Medical Management Plan will be followed for administration of medication (<i>Regulation 90</i>) and prescribed emergency medication is stored on site for administration when needed. ▪ The service will discourage sharing of foods. ▪ The service will ensure a milk alternative is provided for breakfast, afternoon tea and cooking activities. ▪ If a service meal contains the allergen, a safe alternative will be provided to the child. ▪ The service will follow strategies listed below for safe handling, preparation, consumption, and service of food. 	<p>Service menu</p> <p>Educational program</p> <p>Meal times</p>	<p>Nominated Supervisor</p> <p>Responsible Person on Duty</p> <p>Educational leaders</p> <p>Service cook</p> <p>Educators supervising immediate area</p>
Eggs	<p><i>Low</i></p> <p><i>Moderate</i></p> <p><i>High</i></p>	<ul style="list-style-type: none"> ▪ Individual Medical Management Plan will be followed for administration of medication (<i>Regulation 90</i>) and prescribed emergency medication is stored on site for administration when needed. ▪ The service will discourage sharing of foods. ▪ If a service meal contains the allergen, a safe alternative will be provided to the child. ▪ The service will follow strategies listed below for safe handling, preparation, consumption, and service of food. 	<p>Service menu</p> <p>Educational program</p> <p>Meal times</p>	<p>Nominated Supervisor</p> <p>Responsible Person on Duty</p> <p>Educational leaders</p> <p>Service cook</p> <p>Educators supervising immediate area</p>
Shellfish	<p><i>Low</i></p> <p><i>Moderate</i></p> <p><i>High</i></p>	<ul style="list-style-type: none"> ▪ Individual Medical Management Plan will be followed for administration of medication (<i>Regulation 90</i>) and prescribed emergency medication is stored on site for administration when needed. ▪ The service will discourage sharing of foods. ▪ If a service meal contains the allergen, a safe alternative will be provided to the child. ▪ The service will follow strategies listed below for safe handling, preparation, consumption, and service of food. 	<p>Service menu</p> <p>Meal times</p>	<p>Nominated Supervisor</p> <p>Responsible Person on Duty</p> <p>Service cook</p> <p>Educators supervising immediate area</p>

	Other (Please specify): _____ _____	<i>Low</i> <i>Moderate</i> <i>High</i>	<i>(Service to complete)</i>	<i>(Service to complete)</i>	<i>(Service to complete)</i>
	Other (Please specify): _____ _____	<i>Low</i> <i>Moderate</i> <i>High</i>	<i>(Service to complete)</i>	<i>(Service to complete)</i>	<i>(Service to complete)</i>

Risks relating to the safe handling, preparation, consumption, and service of food (if relevant)					
Safe handling of food	<i>Unlikely / Major</i>	<ul style="list-style-type: none"> ▪ All food received by the service is to be clearly labelled and stored in correct temperature requirements. ▪ Any specific allergen free food is to be stored separately in labelled containers, or suitable bags, to prevent cross contamination. 	Service menu Educational program Meal times	Nominated Supervisor Responsible Person on Duty Educators supervising immediate area	
Preparation of food		<ul style="list-style-type: none"> ▪ Allergen free food is to be prepared before regular food to ensure no cross contamination. ▪ Allergen free food will be prepared and covered on separate plates, either individually or a share platter, where necessary. 			
Consumption of food		<ul style="list-style-type: none"> ▪ Children will be reminded not to share foods. ▪ Children are to consume food in a location considered to be at low risk of cross-contamination by allergens from another child's food. This location will not be separate from all children to allow social inclusion at meal times. 			
Service of food		<ul style="list-style-type: none"> ▪ Separate tongs will be used on allergen free food plates. ▪ Note: Any child with dietary restrictions will have their photo displayed in the kitchen to ensure all staff and visitors are aware of their individual requirements. 			
Use of food within the Educational Program	<i>Possible / Major</i>	<ul style="list-style-type: none"> ▪ Art and craft resources will be checked before children have access (eg: egg cartons, milk bottles, play dough, slime, etc) 	Educational program	Educational Leaders	

		<ul style="list-style-type: none"> Children may be restricted from participating in the activity if educators feel the safety of the child is at significant risk. 		<p>Responsible Person on Duty</p> <p>Educators supervising immediate area</p>
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Notification relating to *known allergens* that pose a risk to the child

Allergen	Areas of potential exposure	Strategies for minimising risk	Person Responsible
Milk	Service menu <i>(Milk may be present in breakfast and afternoon tea options)</i>	<ul style="list-style-type: none"> An alternative milk will be provided (eg: soy) and can be used at the child's request. A safe alternative will be provided to the child if the allergen is present. A variety of fruits and vegetables are on offer to the child for afternoon tea. 	Service cook / Nominated Supervisor
	Educational program <i>(Milk may be used during activities as part of the educational program)</i>	<ul style="list-style-type: none"> The service will provide an alternative milk option, where possible, to use in educational activities containing milk. In the event that milk must be used, the child will be removed from the activity or restricted in level of participation. The service will check all art and craft resources (eg: milk bottles) will be checked before children have access. If residue from the allergen is still present, the item will be disposed of. 	Educational leaders / Responsible Person on Duty
	Meal times <i>(Children seated in surrounding areas will be consuming milk, either fresh or baked as part of the service menu).</i>	<ul style="list-style-type: none"> Children are to consume food in a location considered to be at low risk of cross-contamination by allergens from another child's food. This location will not be separate from all children to allow social inclusion at meal times. The service will discourage children from sharing food. 	Educators supervising immediate area
Eggs	Service menu <i>(Eggs may be present in breakfast and afternoon tea options)</i>	<ul style="list-style-type: none"> A safe alternative will be provided to the child if the allergen is present. A variety of fruits and vegetables are on offer to the child for afternoon tea. 	Service cook / Nominated Supervisor
	Educational program <i>(Egg cartons may be used during activities as part of the educational program)</i>	<ul style="list-style-type: none"> The service will check all art and craft resources (eg: egg cartons) will be checked before children have access. If residue from the allergen is still present, the item will be disposed of. The service will, where possible, limit the use of eggs in recipes for cooking activities. In the event that eggs must be used, the child will be removed from the activity or restricted in level of participation. 	Educational leaders / Responsible Person on Duty
	Meal times	<ul style="list-style-type: none"> Children are to consume food in a location considered to be at low risk of cross-contamination by allergens from another child's food. This location will not be separate from all children to allow social inclusion at meal times. 	Educators supervising immediate area

	<i>(Children seated in surrounding areas will be consuming eggs, either fresh or baked as part of the service menu).</i>	▪ The service will discourage children from sharing food.	
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Risk Assessment Matrix

Consequence						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	Likely	MODERATE	MODERATE	HIGH	EXTREME	EXTREME
	Possible	LOW	MODERATE	HIGH	HIGH	EXTREME
	Unlikely	LOW	LOW	MODERATE	HIGH	HIGH
	Rare	LOW	LOW	LOW	MODERATE	HIGH

Consequence: Evaluate the consequences using the following guiding definitions.	
Insignificant	No injury
Minor	Injury or health issue requiring first aid
Moderate	Injury or health issue requiring medical attention
Major	Injury or health issue requiring hospital admission
Severe	Fatality

Likelihood: Evaluate the likelihood of an incident occurring using the following guiding definitions.	
Rare	May occur somewhere, sometime (i.e. once in a lifetime)
Unlikely	May occur at some point over an extended period of time
Possible	May occur several times across over a period of time.
Likely	May be anticipated multiple times over a period of time or may occur once every few repetitions of the activity or event
Almost Certain	Prone to occur regularly or it is anticipated for each time the activity or event is held