

This Plan is to be completed by the Educator and Parent on the basis of information from the child's medical practitioner



Children's Service:		
Phone:		
Child's name:		
Date of birth:	Year level:	
Action Plan provided by parent/Guardian (please circle): YES / NO		
Triggers:		
Other health conditions:		
Medication at Venue of care:		
Parent/Guardian contact:	Parent/Guardian information (1)	Parent/Guardian information (2)
	Name:	Name:
	Relationship:	Relationship:
	Home phone:	Home phone:
	Work phone:	Work phone:
	Mobile:	Mobile:
	Address:	Address:
Other emergency contacts (if parent/guardian not available):		
Medical practitioner contact:		
Emergency care to be provided at the educator's home:		
Medication Storage:		
The following Risk Minimisation Plan has been developed with my knowledge and input and will be reviewed on (record date):		
Signature of parent/guardian:		Date:
Signature of Educator:		Date:

Appendix

Examples of Risks, Situations, Concepts to consider when completing the Asthma Risk Minimisation Plan



- Who are the children and what are their asthma triggers (is information provided on their Anaphylaxis/Asthma/Allergy Action Plan)?
- What are the potential sources of exposure to their Anaphylaxis/Asthma/Allergy triggers?
- Where will the potential source of exposure to their Anaphylaxis/Asthma/Allergy triggers occur?
- Are all staff (including relief staff, visitors and parent/carer volunteers) aware of which children have asthma?
- Does the bullying policy include health related bullying?
- Is there age appropriate Anaphylaxis/Asthma/Allergy education for children at the service and are children actively encouraged to seek help if they feel unwell?
- Do you have Anaphylaxis/Asthma/Allergy information available at the service for parents/carers?
- What are the lines of communication in the children's service?
- What is the process for enrolment at the service, including the collection of medical information and Action Plans for medical conditions?
- Who is responsible for the health conditions policy, the medications policy, Anaphylaxis Asthma and Allergy Action Plans and Risk Minimisation plans?
- Does the child have an Anaphylaxis/Asthma/Allergy Action Plan and where is it kept?
- Do all service staff know how to interpret and implement Anaphylaxis/Asthma/Allergy Action Plans in an emergency?
- Do all children with Anaphylaxis/Asthma/Allergy attend with their Epi Pen, Ana Pen, blue/grey reliever puffer and a spacer? (a children's face mask is recommended for children unable to use a spacer correctly, consider face mask use in children under 5 years old)
- Where are the Anaphylaxis/Asthma/Allergy Emergency Kits kept?
- Do all staff and visitors to the service know where Anaphylaxis/Asthma/Allergy Emergency Kits are kept?
- Who is responsible for the contents of Anaphylaxis/Asthma/Allergy Emergency Kits? (checking reliever medication expiry dates, replacing Epi Pen, Ana Pen spacers and face masks as needed)
- Do you have one member of staff on duty at all times who has current and approved Emergency Anaphylaxis and Asthma Management training?
- Who else needs training in the use of anaphylaxis and asthma emergency equipment?
- Do you have a second Anaphylaxis and Asthma Emergency Kit for excursions?
- What happens if a child's Epi pen, Ana pen or reliever medication and spacer are not brought to the service?
- Do they have an Action Plan and Risk Minimisation plan for each health condition?
- Do plants around the service attract bees, wasps or ants?
- Have you considered planting a low-allergen garden?
- Have you considered where food and drink consumption and disposal is occurring? (including food and drink consumed by all staff and visitors)
- Could traces of food allergens be present on craft materials used by the children? (e.g. egg cartons, cereal boxes, milk cartons)
- Do your cleaners use products that leave a strong smell, or do you plan to renovate or paint the centre when children are present?
- Do your staff use heavy perfumes or spray aerosol deodorants while at work?
- Are you in a bushfire-prone area where controlled burning may occur?
- What special activities do you have planned that may introduce children to asthma triggers?