

Medical risks at the service and how these are minimised

Strategies to Avoid Asthma Triggers:

| Predominant Allergy / irritation: for example: eating certain food, using products containing certain foods, chemicals or other substances, temperature, dust, physical activity, exposure to certain animals or plants, mould, pollen, etc.) | |
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| Triggers | Strategies to minimise risk |
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Service risk minimisation strategies

(Educator refers to all trained staff including Coordinator, Assistant Coordinator, Nominated Supervisor and Responsible Persons)

- Management of Asthma trained Educators on site at all times
- First aid trained Educators on site at all times
- Parents, carers, and guardians will sign an authority to administer medication
- **Emergency Management plan and risk minimisation plan** are on display for all Educators in the kitchen next to the medication cupboard. A copy of the medication authorisation is attached to the plans.
- The medication cupboard is unlocked during the session where the child is in attendance and locked at all to the times. The kitchen has a bolt lock and is a no-go zone for children.
- The service always has an asthma puffer and spacer
- The service has a record of medication administration and parents, carers and guardians will sign this when they have given medication clearly stating the time, date and name of medication. The Educators will do the same. The parent, carer or guardian will be contacted when unplanned medication has been administered.
- The service will ensure there is enough medication on site and will audit used by dates regularly.
- Ensure all surfaces are cleaned with warm soapy water. Where visibly soiled, a disinfectant may be used as long as children are not within the area of cleaning.

Communications checklist

| Communication | Date Checked | Who is responsible | Risk Management Strategies |
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| Current Medical Management plan identifying triggers has been provided | | Parent / carer / guardian | Current Medical Management plan provided and on display prior to child attendance All Educators notified |
| Parent / carer / guardian aware that the child is unable to attend OSHC without their prescribed medication | | Parent / carer / guardian / Coordinator / Nominated Supervisor | Medication is at the service prior to child attendance All Educators notified |
| The prescribed medication has been checked and has approved pharmacy label, expiry date and child's full name and or pharmacy label and doctors full name | | Parent / carer / guardian / Coordinator / Nominated Supervisor | Expiry Date: |
| The prescribed medication has been checked and has approved pharmacy label, expiry date and child's full name and or pharmacy label and doctors full name by Educators each quarter and a record of checking is documented | | Parent / carer / guardian / Coordinator / Nominated Supervisor | Expiry Date: |
| The child can eat as per the weekly menu | | Parent / carer / guardian / Coordinator / Nominated Supervisor | |
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Updates to plans (ongoing)

| Communication (Name of persons communicating changes) | Date Checked | Who is responsible | Risk Management Strategies |
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