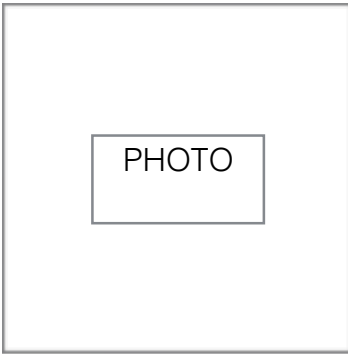


Risk Minimisation Plan

for Children with known Epilepsy



Name: _____

Date of Birth: _____

Medication/s: _____

Date Plan Completed: _____

Known Emergency Triggers:

Environmental Risk

Physical Risk

Known Allergen

Summery of Risks (see over)	Risk Rating (Use Matrix)
No Medication available	
Out of Date Medication	
Wrong Medication available	
Wrong Medication given	
Location of Medication is unknown	
Identification of child	
Triggers including environmental	
Cross Contamination	
Untrained Staff	
Excursions	
Other:	

Additional Information

Potential Risks	Strategies for minimisation	Who is Responsible
No Medication	Parents are required to provide an up to date (within a year) action plan and medication before their child attends ROOSH.	Parents
	No child can attend ROOSH without medication required during an emergency.	Parents
Out of Date Medication	ROOSH Manager will ensure that medications are regularly checked and in date.	ROOSH Manager
	Parents will be asked to replace medications one month before it is due to expire.	ROOSH Manager & Parents
Wrong Medication Available	ROOSH Manager will check all action plans before a child commences care and ensure that medications provided match those that are listed on action plan.	ROOSH Manager
Wrong Medication Given	Two Team Members will check medication is correct before administration. Junior team members (under 18) are not to provide medication to children.	ROOSH Team Members
Location of Medication is unknown	All team members, parent helpers, volunteers etc will be shown the location of emergency medication.	ROOSH Manager, Shift Supervisors
Identification of child	Children's photos will be placed on display each session with names. Medicals folder will be placed on display for easy access. Lists of known allergies are located in food preparation areas.	ROOSH Manager, Shift Supervisors.
Triggers	ROOSH has a nut free policy in place. Menu planning ensures that during the term the service remains nut free. Parents are reminded of this during vacation care. Educators monitor food from home for nut products.	ROOSH Manager, Shift Supervisors, Educators.
	Menu's are planned in conjunction with parents/guardians of at risk children.	ROOSH Manager & Educators.
	Additional Minimisation Strategies:	
Cross Contamination	All children, team members; volunteers; parents helpers etc are required to wash their hands on arrival; before and after eating.	Everyone
Untrained Staff	All staff are required to hold a current industry first aid certificate.	ROOSH Manager, All Staff
Excursions	Educators will be made aware on the day of each excursion as to which educator is carrying the emergency medication and medical plan.	ROOSH Manager
Other:		

Triggers	Potential Reaction	Likelihood/ Consequence (Use Matrix)

This Risk Minimisation Plan was completed in conjunction with the following people:

Parent/Guardian: _____ Sign: _____ Date: __/__/__

ROOSH Educator: _____ Sign: _____ Date: __/__/__

ROOSH Manager: _____ Sign: _____ Date: __/__/__

RISK BENEFIT ANALYSIS MATRIX		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	RARE	LOW	LOW	LOW	MEDIUM	HIGH
	UNLIKELY	LOW	LOW	MEDIUM	HIGH	HIGH
	POSSIBLE	LOW	MEDIUM	HIGH	HIGH	VERY HIGH
	LIKELY	MEDIUM	MEDIUM	HIGH	VERY HIGH	VERY HIGH
	ALMOST CERTAIN	MEDIUM	HIGH	HIGH	VERY HIGH	VERY HIGH

KEY:

Likelihood

RARE	May occur only in exceptional circumstances
UNLIKELY	Not likely to occur in normal circumstances
POSSIBLE	Could occur at some time
LIKELY	Will probably occur in most circumstances
ALMOST CERTAIN	Is expected to occur in most circumstances

Consequence

INSIGNIFICANT	No first aid or medical treatment required
MINOR	First aid or relief medication required, but no further assistance.
MODERATE	Medical treatment required
MAJOR	Hospital admission required
SEVERE	Death or permanent disability