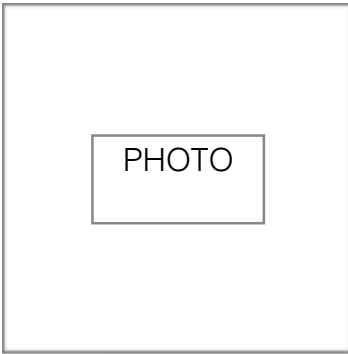


# Risk Minimisation Plan

for \_\_\_\_\_ (insert medical condition)



**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| Out of Date Medication            |                          |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| Out of Date Medication            | ROOSH Manager will ensure that medications are regularly checked and in date.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/<br>Consequence<br>(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<br>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                                       |