



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

Outside School Hours Care – Communication Plan

A communication plan outlines the responsibilities of management, educators and parents / guardians in relation to caring for a child with a medical condition. It addresses how the child with a medical condition is managed by the service, what information parents / guardians are required to submit and how this is communicated.

Parents/guardians will communicate by:

- Informing educators, either on enrolments or on diagnosis, of their child's medical condition.
- Providing a Medical Management Action Plan annually which:
 - Is developed and approved by a medical practitioner
 - Includes details about the condition, symptoms, treatment and medication required
 - Includes a current photo of the child in colour
 - Is updated annually or when changes occur
 - Medication must be left with staff at all times when the child is in care.
- Informing educators of any changes to their child's medical conditions and provide an updated Medical Management Plan where necessary as soon as the family is aware of the changes.
- Complying with the centre's practice that no child who has been prescribed Medication is permitted to attend the service or its programs without that Medication.
- Note that, in the case where foods are identified to cause anaphylaxis in children attending the centre; families and educators may be asked not to bring these foods into the centre. Food sharing is also discouraged to prevent anaphylactic reactions.

Educators and management will communicate by:

- Ensuring there is a Medical Conditions Policy in place.
- Ensuring the Medical Conditions Policy is provided to parents / guardians of each child diagnosed at risk of a Medical Condition at the Service.
- Ensuring all relevant educators and volunteers are inducted into the service and are informed of the Medical Conditions Policy, each child's Medical Management Plan and Risk Minimisation Plan.
- Conducting an assessment of the potential risk while the child/ren at risk of a Medical Condition are in the service and develop a Risk Minimisation Plan for the service in consultation with educators and families of the child/ren.
- When medication has been administered, the educator will record the relevant information into an administering medication form.
- Ensuring that a notice is displayed prominently in the main entrance of the service stating that a child is diagnosed at risk of anaphylaxis is being cared for or educated at the service.
- Identifying children at risk of a medical condition and document this on the child's enrolment record. Ensuring a completed and signed Medical Management Action Plan is stored with the child's enrolment record's.
- Ensuring the Medical Management Action Plan is signed by the child's doctor. Ensuring that Medication is stored in a location that is known to all educators, including volunteers; easily accessible to adults; inaccessible to children and away from direct sources of heat. Medication is stored in the appropriate, labelled individual container.
- Ensuring that the service has the ambulance and service contact details by all telephones to assist in providing Ambulance Victoria with correct information.
- In case of emergency educators will assume delegated roles, to ensure best management of first aid. (These will include, contacting emergency services, administering medication, providing care to the child etc.).
- Encouraging ongoing communication between parents / guardians and educators regarding any changes to the medical management plan and risk minimisation plan.
- The Children's Medical Conditions book along with photographs of the children with medical conditions is displayed with the medication in the kitchen.
- At the beginning of each session, educators must initial in the Children's Medical Conditions book to acknowledge the children with medical conditions.

Parent / Guardian signature

Date: _____

C. Mayes

Educator / Management signature

Date: _____