

**MEDICAL COMMUNICATION PLAN (Prepared by Parents and Service)**

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Specific health care needs or diagnosed medical condition: \_\_\_\_\_

The following communication plan is prepared in accordance with regulation 90(1)(iii) to set out how: relevant staff members, parents and volunteers are informed about the medical conditions policy; and, the medical management and risk minimisation plans for the child; and a parent of the child can communicate any changes to the medical management plan and risk minimisation plan for the child.

**Service Educators:**

- will complete an Incident, Injury, Trauma and Illness form and advise you when your child requires medication where this has not previously been authorised (for a specific day or time);
- may enquire about the child’s health to check if there have been any changes in their condition or treatment; and
- acknowledge a copy of the Medical Conditions Policy has been provided and is available in the service.

**The Nominated Supervisor will:**

- advise all new educators, staff, volunteers and students about the location of the child’s medical management plan, risk minimisation plan and medication as part of their induction;
- review the child’s medical management plan, risk minimisation plan and medication regularly at staff meetings, and seek feedback from educators about any issues or concerns they may have in relation to the child’s medical condition;
- regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child’s medical management plan, risk minimisation information and medication information through newsletters and information on parent noticeboards; and
- update a child’s enrolment and medical information as soon as possible after parents update the information.

**Parents**

**Parents will:**

- advise the Nominated Supervisor and educators of changes in the medical management plan or medication as soon as possible after the change, and immediately provide an updated medical management plan, medication and medication authorisation (if relevant);
- provide an updated medical management plan annually, whenever it is updated or prior to expiry;
- provide details annually in enrolment documentation of any medical condition;
- advise educators in writing on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms (if known); and
- acknowledge a copy of the Medical Conditions Policy has been provided and is available in the service.

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we agree to these arrangements, including the display of our child’s picture, first name, medication held and location, and brief description of allergy/condition on a poster in all children’s rooms and prominent places to alert all staff, volunteers and students. Also the above information on forms is correct and current.

Signed: \_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Name of Parent/Guardian

Office use only:  
Enrolment form pages have been reviewed and completed.  
Nominated Supervisors:  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_