



# ARMIDALE FAMILY DAY CARE

## RISK MINIMISATION & COMMUNICATION PLAN

*This document will be completed in conjunction with the child's family. Whenever there is a change in the child's care environment or personal situation then this plan must be updated. This document is to be readily available in the child's file.*

Child's Name	DOB	Parent Name
What is the issue/concern affecting the child? (e.g. asthma, AVO, court order, anaphylaxis)		
Does this issue/condition require a risk assessment? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Issue/Condition	Risks - what could go wrong?	RISK MINIMISATION- what can you do to reduce / modify / avoid the risk?

Is everyone at the service aware of the child at risk and how do you notify relief staff/volunteers/students?

.....  
.....

What will we do to inform the child's family of procedures?

.....  
.....

Do all parents need to be notified of any known issues/concerns that pose a risk to the child?       Yes       No

If yes, how will you notify parents?

The child's family has received all relevant policies that support their child's wellbeing, and this form has been completed in consultation with the family.

Educator Name ..... Signature ..... Date .....

Parent Name ..... Signature ..... Date .....

## HOW TO COMPLETE THIS PLAN

### RISK MINIMISATION

Consider:

- removal of/limiting access to allergens
- food preparation, storage, handling, consumption and the serving of food
- food being brought into the service
- access to medication

### INFORMING STAFF VOLUNTEERS & STUDENTS

Ensure all staff, relief staff, volunteers and students are familiar with:

- The child's specific issue or medical condition
- Child's Medical Management and Risk Assessment Plan
- Location of Child's medication if applicable, e.g. *location of Child's Medication is with the Action Plan and easily visible*
- Relief staff are notified
- Students/volunteers will be informed during their orientation to the service and as per the Volunteers and Students Policy

### INFORMING FAMILIES

- Upon enrolment, all families are provided the details of where the AFDC policies can be accessed and encouraged to read them.

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