

Medical Conditions Risk Assessment & Minimisation Plan

Use the table below to identify and assess risks associated any diagnosed health care need, Allergy or Medical Condition and specify how these risks will be managed and minimised. It can be completed by editing the pdf fields or on paper. Signing the pdf digitally will prevent future editing.

To be filed with the corresponding Medical Management Plan. Mitigation measures may replicate actions to manage the medical condition/ respond to symptoms as outlined in the Medical Management Plan

Name of Child:	DOB: / /	Date Completed:
Diagnosed Health Care Need, Allergy or Medical Condition:	Class:	
Parent/Guardian Name:	Parent/Guardian Signature:	

Risk assessment				
Risk Identified Eg: allergic reaction to known allergens,	Mitigation Measures (Triggers) eg: bee sting, bright lights	Residual Risk Rating (consequence + likelihood after mitigation)	Who is responsible for mitigation measures?	When should mitigation measures be taken
chn bring eggs into the service	Communicate to families and staff Seat children away			

Risk Assessment Matrix

Risk associated with challenging/complex behaviour is to be based on the risk the behaviour poses a risk of harm to the child themselves, other children and educators. Behaviours rated **MAJOR** or **EXTREME** should be brought to the attention of the Nominated Supervisor immediately and remediation actions taken to minimise risk.

Consequence	Child Protection & Student Wellbeing	WH&S & Staff Wellbeing	Operational
Insignificant	Isolated non-material event / one off bullying.	No medical attention / no lost time.	Low level of disruption to one class
Minor	Isolated parent dissatisfaction / short term absenteeism.	Treatable by first aid. <1 day lost time injury	Low level disruption to operation of classes
Moderate	Parents / community dissatisfaction due to lack of action / short term mental health issue / moderate period of absenteeism.	Medical treatment required. >1 day lost time injury.	Disruption result in short stoppage of teaching / provision of service
Major	Significant failure in legislative reporting obligations and action / Attempted suicide / mental health impairment / Litigation	Admitted hospitalisation. > 1 month lost time injury / impairment of multiple staff.	Significant impact to operations including short-term halt to core operations
Catastrophic	Fundamental failure in Duty of Care, legislative requirements, and system Child Safe Standards / Death / Suicide.	Death or permanent disability.	Major impact to operations including medium to long-term halt of core operations

Likelihood	Definition
Rare	There is a <10% chance that the event will occur once in the next 12 months (may only occur under exceptional circumstances)
Unlikely	There is a 10-25% chance that the event will occur in the next 12 months
Possible	There is a 26-50% change that the event will occur once in the next 12 months OR might occur at some point
Likely	There is a 51-85% chance that the event will occur once in the next 12-18 months OR will probably occur in most circumstances
Almost Certain	There is a >85% chance that the event will occur once in the next 12 months OR is expected to occur in most circumstances

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	MODERATE	MAJOR	MAJOR	EXTREME	EXTREME
Likely	MINOR	MODERATE	MAJOR	MAJOR	EXTREME
Possible	MINOR	MINOR	MODERATE	MAJOR	MAJOR
Unlikely	INSIGNIFICANT	MINOR	MINOR	MODERATE	MAJOR
Rare	INSIGNIFICANT	INSIGNIFICANT	MINOR	MINOR	MODERATE