

Bug-A-Lugs School Aged Care

Risk minimisation plan and communication plan for children at risk of Epilepsy

The following procedures should be developed in consultation with the parent or guardian and implemented to help protect the child diagnosed at risk of epilepsy.

Childs Name DOB ___/___/___

In relation to the child at risk: (Complete with Parent/s)	Yes	No	N/A	Person Responsible	Risk Management strategies
Have you received a copy of our Dealing with Medical Conditions policy?					
Have you provided a management plan signed by your child's registered Medical Practitioner?					
Are your current contact details available?					
Is your enrolment form updated annually to ensure correct details and current emergency contacts?					
Has your child's Epilepsy management plan been reviewed and updated in the last 12 months the child's registered medical practitioner or when there have been changes to the plan?					
Does your child wear an identification bracelet (includes information available in case of a seizure)?					
Can excessive physical activity trigger a seizure?					
Are there certain high risk activities that can increase the chance of a seizure?					
Is daily medication to be administered to the child whilst in care?					
Does your child require increased supervision on special occasions such as excursions or workshops?					
In relation to Educator(s) practice at each program					
The physical environment is maintained in a tidy manner free of obstacles or objects that can aggravate injury should a seizure occur					
Walk ways are kept clear indoors and outdoors					
The child's triggers are eliminated wherever possible? E.g. use of computers and other electronic devices, light sensitivity etc					
No child who has been prescribed epilepsy medication is permitted to attend the program without their medication and device					

The epilepsy medication is stored in a location easily accessible to adults (not locked away), but inaccessible to children					
Program Educator/s have undertaken accredited Epilepsy management training, which includes strategies for Epilepsy management, risk minimisation, recognition of common triggers of epilepsy seizures and emergency treatment					
The child's management plan displayed in a prominent place at the program					

<p>COMMUNICATION PLAN: (Complete with BOTH Parents and Bug-A-Lugs Educator/s) Bug-A-Lugs staff are responsible for managing and maintaining regular updates about epilepsy, sourcing information for program Educators who have a child at risk of epileptic seizures in care. This includes reviewing all policy documents annually</p>
<p>The parent/guardian is responsible for informing Bug-A-Lugs Educator/s of any changes to the child's risk minimisation plan and epilepsy medical management plan. These changes must be signed off by the treating doctor and a copy provided to the service.</p>
<p>The program Educator/s will inform all families and the service community that a child at risk of epileptic seizures is in care and will endeavour to minimise the items identified in the epilepsy management plan and the risk minimisation plan, wherever possible.</p>
<p>Additional Comments from Parents</p>

I have read the Dealing with Medical Conditions policy and agree to the terms of the risk management plan. This plan was developed/reviewed in consultation with the parent/guardian on ___/___/_____, ___/___/_____, ___/___/_____ and ___/___/_____.

Signature of Parent/Guardian.....

Printed name.....

Signature of Bug-A-Lugs staff member.....

Printed name.....

*Method of communication with Family: **Meeting/Phone/Email**