

MEDICAL COMMUNICATION PLAN

This communication plan has been developed to ensure that relevant staff members are informed about the *Medical Conditions Policy* and outline communication avenues between families and the Service.

COMMUNICATION ABOUT THE MANAGEMENT OF DIAGNOSED MEDICAL CONDITIONS	DETAILS	TIMEFRAME	PERSON RESPONSIBLE
New Families	Information about diagnosed medical conditions is included in the Enrollment Process	On enrolment	Nominated Supervisor/ Responsible Person & WHS coordinator
	I understand that this information will be reviewed by KPS OOSH management and that should any changes occur to my child's condition I will notify the Service in writing, update any information, attach any documents and submit my enrollment.		
	Families are provided the Service's management of the Medical Conditions Policy upon enrolment		
Service Employees	Educators are informed about the Service's procedures and policies in relation to managing children with diagnosed health care needs, allergies and medical conditions and these children are identified	Orientation process	Nominated Supervisor
	All employees are informed about and familiar with Medical Management Plans and Risk Minimisation thought folder fold in staff-only areas.	Ongoing as relevant and upon enrolment of new children	Nominated Supervisor/ Educators/Families
Relief Staff, Students, Volunteers, Early Intervention Specialists	All stakeholders are informed about and familiar with any Medical Management Plans and Risk Minimisation Plans	Initial contact with the Service. E.g. orientation process, first visit	Nominated Supervisor/ Responsible Person/ Educators
Families of children who have been diagnosed with a medical condition	Implement all strategies identified in the Medical Conditions Policy	Upon learning that the child has a diagnosed medical condition	Nominated Supervisor/ Responsible Person/ Educators
	I understand that this information will be reviewed by KPS OOSH management and that should any changes occur to my child's condition, I will notify the Service in writing, update any information, attach any documents and submit my enrollment.	Regularly as required	Families
	Families must comply with this policy and communicate with Educators about their child's individual needs and any changes to the Medical Management Plan		