

# POLICY NO: 01 ANAPHYLAXIS ALLERGIES & FOOD INTOLERANCES MANAGEMENT

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

In accordance with the Education and Care Services National Regulations, (current version July 1, 2023), Part 4.2 Children’s Health and Safety, Regulation 90 the key prevention strategies is having the knowledge of the children diagnosed as at risk, awareness of triggers (allergens) and prevention of exposure to these triggers. Partnership between the childcare service, the Educator and the parents are important in ensuring that certain food items are kept away from the child whilst in care.

**CRITICAL INFORMATION:**

**Parent/Guardians will:**

- Provide Anaphylaxis Action Plan (ASCIA Action Plan)
- Inform the Educator if their child’s medical condition changes, and if relevant provide:
  - An updated Anaphylaxis Action Plan (ASCIA Action Plan), provided to the service prior to the child commencing in care or as soon as the initial diagnosis.
  - Provide an up-to-date photo for the Anaphylaxis Action Plan (ASCIA Action Plan) when the plan is renewed.
  - Provide an in-date Epi-pen®
  - Inform staff, either upon enrolment or on initial diagnosis, that their child is at risk of anaphylaxis.
  - Notify the Educator (copy to Coordination Unit) in writing, of any changes to the Anaphylaxis Action Plan (ASCIA Action Plan)
  - Ensure the Anaphylaxis Action Plan (ASCIA Action Plan) is reviewed by registered medical practitioner annually or sooner if required and provide an updated/reviewed Anaphylaxis Action Plan (ASCIA Action Plan) to the Coordination Unit and Educator

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**PURPOSE:**

- To provide, as far as practicable, a safe and supportive environment in which children at risk of anaphylaxis can participate equally in all aspects of the child’s care and education.
- To raise awareness about anaphylaxis and the service anaphylaxis policy in the Childcare community
- To engage with families of children at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the child
- To ensure all coordination unit staff and education staff have adequate knowledge about allergies, anaphylaxis and the service policy and procedure in responding to an anaphylactic reaction.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

**STATEMENT OF DIVERSITY**

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

<b>Anaphylaxis</b>	Anaphylaxis is a potentially life threatening, severe allergic reaction and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to foods, insects, or medicines) to which a person is allergic. Not all people with allergies are at risk of anaphylaxis. ( <a href="https://www.allergy.org.au/patients/about-allergy/anaphylaxis">https://www.allergy.org.au/patients/about-allergy/anaphylaxis</a> )
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**PROCEDURES**

- Each child enrolled at the service who has been diagnosed with an allergy or Anaphylaxis must have a Medical Management Plan in place prior to commencing or continuing at the service.
- Each child enrolled at the service who has a food intolerance must advise the Coordination Unit and Educator in enrolment form and have a Risk Minimisation and Communication Plan completed.

- The Educator, assisted by Coordination Unit staff, will ensure that an individual Risk Minimisation and Communication Plan is developed, in consultation with the child’s parents, for any child who has been diagnosed by a registered medical practitioner as being at risk of anaphylaxis.
- If the Educator is providing food for children with allergies, Anaphylaxis, or food intolerances they must seek prior approval from the child’s parent/guardian before serving.
- Educators monitor children during mealtimes to ensure they are not sharing food or touching food other than their own.
- Parents/guardians will be notified of any cooking experiences and consent sought via verbal or written consent.
- The plan will be displayed on a communication board at the Educator’s residence and in the Coordination Unit play session room, if the child attends group play sessions.
- Notification a child has been diagnosed with Anaphylaxis is displayed at the entry of the service.

### ***INDIVIDUAL ANAPHYLAXIS ACTION PLAN (ASCIA Action Plan)***

The individual Anaphylaxis Action Plan provided by the parent will include the following:

- Information about the diagnosis, including the type of allergy or allergies the child has.
- Emergency procedures to be taken in the event of an allergic reaction.
- Medication to be used in managing an anaphylaxis event.
- Completed, signed, and dated by a registered medical practitioner and includes an **up-to-date** photograph of the child.

### ***RISK MINIMISATION AND COMMUNICATION PLAN***

The Educator will be responsible for implementing the strategies on the Risk Minimisation and Communication Plan:

- Strategies to minimise the risk of exposure to allergens while the child is under the care of an Educator, for settings indoors, outdoors and during excursions.
- Information on where the child’s medication will be stored.
- The child’s emergency contact details
- Communication strategies discussed - including notifications with other age-appropriate (typically 13 yrs +) members of the FDC residence regarding the plan. Information and consent are included within the Educator Family Agreement.

### ***SERVICE/EDUCATOR COMMUNICATION PLAN:***

- Educators will advise the Coordination Unit if a child in their care is diagnosed at risk of anaphylaxis.
- Coordination Unit staff will document this information in the child’s records.
- Coordination Unit staff will support Educators who have a child in their care at risk of anaphylaxis by:
  - Briefing the Educator on the anaphylaxis policy
  - Causes, symptoms, and treatment of anaphylaxis.
  - Provide a refresher on the use an auto-adrenaline injection device (i.e., Epi-pen®)
  - First aid emergency response procedures

**STAFF/EDUCATOR TRAINING AND EMERGENCY RESPONSE:**

- All staff working with children and supporting Educators who have children in their care who are at risk of anaphylaxis must have up to date training in anaphylaxis management at least every three (3) years.
- The services *Policy No 14 Incident, Injury, Trauma and Illness* and the child's Anaphylaxis Action Plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

**Parent/Guardians will:**

- Provide Anaphylaxis Action Plan (ASCIA Action Plan)
- Inform the Educator if their child's medical condition changes, and if relevant provide:
  - An updated Anaphylaxis Action Plan (ASCIA Action Plan), provided to the service prior to the child commencing in care or as soon as the initial diagnosis.
  - Provide an up-to-date photo for the Anaphylaxis Action Plan (ASCIA Action Plan) when the plan is renewed.
  - Provide an in-date Epi-pen®
  - Inform staff, either upon enrolment or on initial diagnosis, that their child is at risk of anaphylaxis.
  - Notify the Educator (copy to Coordination Unit) in writing, of any changes to the Anaphylaxis Action Plan (ASCIA Action Plan)
  - Ensure the Anaphylaxis Action Plan (ASCIA Action Plan) is reviewed by registered medical practitioner annually or sooner if required and provide an updated/reviewed Anaphylaxis Action Plan (ASCIA Action Plan) to the Coordination Unit and Educator

**APPENDICES:**

- Anaphylaxis Action Plan (ASCIA template)
- Our Village Family Childcare – Risk Minimisation Plan and Communication Plan

**REFERENCES:**

- [Education and Care Services National Regulations, \(current version July 1, 2023\) Regulation 90](#)
- [Allergy and Anaphylaxis Australia](#)
- [Australasian Society of Clinical Immunology and Allergy](#)
- [ASCIA Action Plans](#)

**RELATED POLICIES & PROCEDURES, WORK INSTRUCTIONS:**

- Excursions – 16
- Acceptance and refusal of Authorisations - 22
- Enrolment and Orientation – 31
- Incident, Injury, Trauma, and Illness - 14
- Emergency Evacuation & Bushfire Management – 46
- Dealing with Medical Conditions – 45
- Medication – 25
- Active Supervision – 52
- Health and Safety – Nutrition, Food and Beverages, Dietary Requirements and Food Handling - 20
- Health and Safety – Administration of First Aid - 48

**VERSION CONTROL AND LEGISLATION:**

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