

<b>Policy Title:</b>	<b>Allergies and Anaphylaxis</b>
<b>Effective Date:</b>	July 2018
<b>Review Date:</b>	As necessary under the Policy and Procedure Development Policy

## POLICY STATEMENT

Inner City Care (ICC) will facilitate effective care, health management and emergency management in children who have allergies and in children who are at risk of anaphylaxis.

**To help minimise the risk** of exposure to allergens Inner City Care has a nut free policy in that we do not provide any food or condiments with nuts in them for the children, as many children are highly allergic. If children need snacks for the trip home these should be left in the Centre Office in case there are any traces of nuts, etc. in these foods.

## BACKGROUND AND CONTEXT

This policy was adapted from:

- Frith, J., Kambouris, N. & O'Grady, O. (2003). *Health & Safety in Children's Centres: Model Policies and Practices*, 2<sup>nd</sup> Ed. The University of New South Wales.
- Australian Children's Education and Care Quality Authority. (2014). Education & Care Services National Regulations.
- Australian Children's Education and Care Quality Authority. (2011). Guide to the National Quality Standard.
- NSW Department of Education and Communities. (2014). Anaphylaxis Guidelines for Early Childhood Education and Care Services.
- Australasian Society of Clinical Immunology and Allergy (ASCIA). (2017).
- NSW Anaphylaxis Training Programme In-service in February 2005

This policy was ratified by the Management Committee in June 2006; the Nut Free Policy and EpiPen information was added in May 2007 after Management Committee, Staff Meeting and parent discussions. Policy was reviewed in July 2017, compliance with the Education and Care Services National Regulations 2011 and the Guide to the National Quality Standard 2011 was ensured, changes were made to ensure current legislative requirements and best practice procedures were adhered to.

## SCOPE AND PURPOSE

Food allergies are common in children under five years of age. The most common allergies are to milk, egg and peanut. Many children are also allergic to other nuts, fish, shellfish, wheat, milk products, soy, sesames,

seed and some fruits. Children may also be allergic to insect stings, plants and pollens, etc. The most severe form of allergic reaction to any substance is anaphylaxis and effective immediate management requires adrenaline i.e. EpiPen.

## POLICY DETAIL/ BUSINESS RULES

### PLANNING

- It is imperative that families provide information on children's health – including allergies, medications, diet, etc. An Anaphylaxis Action Plan or Emergency Medical Plan approved by their doctor needs to be provided to the Centre prior to a child at risk of anaphylaxis starting. **Plans will be reviewed either: after 12 months; when an incident occurs; or when new information relating to the child's condition becomes known.**
- All staff need to be aware of children who have allergies and what they are allergic to prior to the child starting at the service – children's photos and descriptions of their allergies and food descriptions are displayed in prominent places in the rooms of the Centre (with permission from their parents to do so).
- Doctor's recommendations and prescribed doses must be adhered to in respect of administering medication and treatment in emergencies – refer to Management of Unwell Children Policy.
- **the parents/guardians** of each identified child should be actively involved in the process of assessing risks, developing risk minimisation strategies and management strategies for their child.
- ensure sufficient staff members have **adequate training in and knowledge** of allergies, anaphylaxis and emergency procedures to ensure a person with the required training and skills is in attendance at all times children are attending a service, including during the conduct of excursions.
- **facilitate communication** to ensure the safety and wellbeing of children at risk of anaphylaxis and/or allergies
- provide, as far as practicable, a safe and healthy environment in which children identified as at risk of anaphylaxis can **participate equally** in all aspects of the children's program and experiences

### ROLE OF THE PARENT

It is important that parents notify the service if their child has an allergy and is at risk of anaphylaxis. This notification should occur either at the time of enrolment, or if the child is already enrolled, as soon after diagnosis as possible. So that the support provided by the service is effective it is

important that a partnership is established between the parent and the service to share information and clarify expectations.

#### **IT IS THE ROLE OF THE PARENT TO:**

- promptly notify the Centre when/if they are aware that their child has been diagnosed as being at risk of a severe allergic reaction
- promptly notify the Centre if the health needs of their child change
- **promptly notify the Centre if their child has a severe allergic reaction while not at the service, either at home or at another location**
- **promptly inform the Center of any other health care needs, disability or learning or behaviour difficulties which may impact on the management of anaphylaxis**
- **provide the necessary medical resources required to manage their child's medical needs i.e. Epipens to the Centre. The medications must be kept on site at all times, parents cannot take the medication home at the end of each day. It is the parent's responsibility to ensure the medication has not expired.**

#### **RESPONDING**

If a child is showing symptoms then administer first aid or medical treatment according to either

- the child's Anaphylaxis Action Plan or Emergency Medical Plan (the Centre will ensure staff regularly attend training in the administration of adrenalin), or
- a doctor's instructions, or
- staff members will administer the adrenalin as per the instructions on the product packaging.
- If none of these are available or the child is not a previously recognised anaphylaxis sufferer, follow first aid procedures as per the Senior First Aid course. All permanent staff should have a Senior First Aid Certificate.
- Most importantly: call (0)000 for an ambulance and notify the family in accordance with the emergency contact procedure.

#### **AUTHORITIES AND ACCOUNTABILITIES**

The Centre Director is responsible for ensuring all ICC staff have training in this policy.

All ICC staff are accountable for the implementation of this policy.

#### **OTHER RELEVANT DOCUMENTATION**

Management of Unwell Children Policy  
Applying First Aid Procedure  
Confidentiality Policy

## APPROVAL

Approved by Management Committee	
<div> <div>Signature:</div> <div>Title:</div> </div> <div> <div>Date:</div> </div>	
Meeting date:	
Policy Owner:	Inner City Care
Effective Date:	
Review Date:	