

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



Allergy Awareness Policy

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Relevant Legislation		
Education and Care Services National Regulations		
90 Medical Conditions Policy		
90 (I)(V) Medical Conditions Communication Plan		
91 Medical Conditions Policy to be Provided to Parents		
92 Medication Record		
93 Administration of Medication		
94 Exception to authorisation Requirement - Anaphylaxis or Asthma emergency		
162 Health information to be kept in enrolment record		

Aim

To provide a safe learning environment to all members of the Warradale Community Children's Centres, and to raise awareness of severe allergies to those members and have medical management plan and risk minimalization and communication plan for staff and children.

Implementation

Warradale Community Children's Centre acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we are "Nut Aware Centres".

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Leadership will ensure that:

- A staff with medical condition/ allergy should give all the information needed at the time of employment.
- Parents/guardians and all staff are familiar with this policy.
- Provide opportunities to educators and staff to access training and literature on allergies and dealing with allergic reactions.
- To ensure that all educators have completed first aid and anaphylaxis management training approved by the Education and Care Services National Regulations at least every 3 years and is recorded with each employee's certificate held on the services premises.
- Ensure that all educators, whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio pulmonary resuscitation (CPR) every 12 months, recording this in the educators employee records.
- Ensure that all educators are aware of symptoms of an allergic reaction or adverse reaction of the child's allergies.
- Ensure that a copy of this policy and procedure is provided and reviewed during each new employee's induction process and reviewed yearly.
- Provide a copy of this policy and procedure to the parents/guardians of each child diagnosed with allergies at the service.
- Ensure that the parents/guardians provide a copy of the Allergy Action Plan and Medical Conditions Management Plan to the service, that has been developed in consultation with a medical practitioner.
- Ensure that no child who has been prescribed an allergy medication attends the service without the medication required for their allergies, and that medication is within its expiry date and matches the allergy plan.
- It is the responsibility of the Nominated Supervisor / Director to ensure that copies of documents relating to Medical Conditions will be located and available as follows:
 - In the child's learning space.
 - Action Plan – Laminated and placed somewhere visible to everyone in the room.
 - Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan to be stored in a folder in the child's respective learning space.
 - Action Plan, Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – to be located in child's enrolment file in the office.
 - The list of children with Dietary requirements will be displayed in the food trolley for the respective learning space trolleys.
 - Children with Anaphylaxis and Allergy list will be displayed with their photos on the respective food trolley.

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Any changes with allergy to be discussed in the team meeting so all staff are aware. All Educators must sign the back of all 3 of these documents for children with Medical Conditions.

· If any new Medical Conditions arise throughout the month, a copy must be left somewhere visible for ALL employees to sign and acknowledge before it is placed in the Medical Conditions folder in the Staff room.

Kitchen

In addition to the locations above, children who have a food related allergy, must have.

- Action Plan – Laminated and placed somewhere visible.
- Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – accessible nearby.

It is the responsibility of the Nominated Supervisor / Service Manager to ensure that any changes or reviewed plans / paperwork are updated and replaced in ALL of these locations above and resigned by employees as required.

- Ensure that all educators/employees responsible for the preparation of food are trained in managing the provision of meals for a child with allergies, including high levels of care in preventing cross contamination during storage, handling, preparation and serving of food. Training will also be given in planning appropriate menus including identifying written and hidden sources of food allergens on food labels.
- Ensure that all casual employees in the service have completed training in the administration of anaphylaxis management including the administration of an adrenaline auto-injection device, awareness of the symptoms of an anaphylactic reaction.
- Ensure all employees can identify children with Medical Conditions (including allergies and anaphylaxis) and know the location of Action Plans and relevant medication (including EpiPen®).
- Ensure that the educators accompanying children outside of the service carries the allergy medication and a copy of the Allergy/Anaphylaxis Action Plan, Medical Condition Management Plan (and the auto-injection device kit (EpiPen®) for each child that is at risk of anaphylaxis.)

Educators will:

- Inform the chef on a daily basis of children with allergies prior to service.
- Follow the child's Individual Medical Risk Minimisation Plan everyday.
- Ensure no child who has been prescribed an allergy medication attends the service without the medication required, and that medication is within its expiry date and matches the allergy plan.
- Ensure that if a family advises them of a new medical condition, or a change to an existing medical condition, that they (the educator) will ensure that this vital

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information is passed on to the Service Manager / Nominated Supervisor with urgency. It is also required the family provide an updated Action Plan, Medical Conditions Management Plan and that they review the Individual Medical Risk Management Plan with the service.

- Maintain clean tables and bench tops, ensuring they are cleaned before and after eating.
- Ensure the child at risk of allergy only eats the food that has been prepared according to the parents/guardians' strict instructions.
- Increase supervision of a child at risk of an allergic reactions or adverse reaction on special events such as excursions and incursion and take the child's Action Plan and relevant Medication whenever leaving the service.
- Supervise children while eating.
- Be seated with children during mealtimes.
- Encourage children to wash their hands before and after eating.
- Participate in First Aid training every three years. Understand and be able to deal with anaphylaxis as the need arises.
- Refer to the medical information given at enrolment by the family and ensure all staff are notified.
- Photograph and add to room information any child with allergic reactions.
- The food trolley will have the photos of the children with the allergies mentioned during mealtimes.

In the event that a child suffered from an Allergic Reaction emergency the service educators: -

1. Follow the child's Allergy Action Plan
2. Notify Director
3. Call an ambulance if the situation becomes life threatening by dialing 000
4. Commence first aid measures
5. Contact the parents/guardians when practicable
6. Contact the emergency contact if the parents/guardian cannot be contacted when practicable.
7. If an ambulance is required, an educator is to accompany the child if the parent/guardian or emergency contact is not in attendance
8. Notify the regulatory authority within 24hours of the incident if immediate medical treatment is sought.

Following each emergency, the following will need to be carried out:

- All Employees involved in the situation are to complete an Incident Report Form as per the Incident, Injury and Trauma Policy and Procedure
- File a copy of the Incident Report Form with the child's enrolment file.
- Educators/employees will discuss the procedures that were in place.

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- Director/Nominated Supervisor in conjunction with educators/employees will discuss the exposure to the allergen and the further strategies that need to be implemented and maintained to prevent any further exposure.
- If medication was administered complete the Medical Administration Consent Form and ensure parents/guardians sign upon collection of child.
- Add incident to the Medical Condition Occurrence Form.

Parents/Guardians:

- Be mindful that nuts and eggs can be life threatening to some children and staff members.
- Wash children's hands and faces prior to coming to the centre.
- Ensure that cardboard items brought to the centre for collage are not nut or egg based (eg Muesli Bar boxes, egg cartons)
- To inform educators/employees at the service on commencement of enrolment or on the diagnosis of their child's allergies.
- Provide a relevant Allergy Action Plan and Medical Conditions Management Plan that is signed by a registered Medical Practitioner.
- Develop an Individual Medical Risk Minimisation Plan in conjunction with the educators of the service.
- Provide educators with medication and regularly check the expiry date.
- Consistently offer educators/employees information regarding their child's allergies.
- Immediately notify educators/employees of any changes to their child's allergy status and provide new Allergy Action Plan and Medical Conditions Management Plan (from medical practitioner) in accordance with these changes, and review Individual Medical Risk Management Plan with the service.
- Communicate all relevant matters regarding their child's health to educators/employees.
- Read and comply with the service's policy that no child who has been prescribed with an allergy is permitted to attend the service or any program without the medication (that is within its expiry date).
- Ensure Allergy Action Plans and Medical Conditions Management Plans are reviewed by their medical practitioner every 6 months and if there are no changes in 6 months, an updated copy must be provided to the service yearly.
- Understand that failure to provide up to date plans, and medication within date, may result in refusal of care by the service, until such time that these things are rectified.

Source

Australian Children's Education & Care Quality Authority (2014).

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Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

ECA Code of Ethics

Staying Healthy in Child Care. 5th Edition

Revised National Quality Standards (2018)

Australasian Society of Clinical Immunology and Allergy <http://www.allergy.org.au/>

Department of Education and Child Development

Allergy & Anaphylaxis Australia: [http://: www.allergyfacts.org.au](http://www.allergyfacts.org.au)

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	20 /5/2020	Policy developed	Trish Cook	May 2021
1.1	7/7/2023	Added details about the event of an incident, added more responsibilities for management, educator and Parents/Guardian.	Poornima Radhakrishnan	Dec 2024
1.2	Sept 2024	Add medication is to match allergy plan Food Trolley list added	Lori Hay	Sept 2025

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