

## D-14 Allergies

### National Quality Standards (NQS)

2.1	Each child's health and physical activity is supported and promoted
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Each child is protected.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### Education and Care Services National Regulations

Reg. 90	Medical conditions policy
Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

1.1	Children Feel Safe, Secure and Supported
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### Child Safe Standard

1	Child safety is embedded in organisational leadership, governance and culture.
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
10	Policies and procedures document how the organisation is child safe.

### Policy Statement

We aim to provide safe and effective care of children by ensuring that staff are fully aware of the reactions and management plans associated with the allergies of any child. We endeavour to provide an inclusive and supportive environment conducive to the wellbeing of all children in our care.

## Procedure

Parents will be asked at the time of enrolment to inform the Centre of any allergies that their child may have. Details of the child's allergies will be recorded on the child's enrolment form.

Parents will be asked to supply a medical management plan from their doctor. This plan will explain the effects of the allergy upon the child as well as details of any actions staff should take if the child become exposed to the allergens.

It is the responsibility of the parent/s to keep their child's allergy information with the Centre up-to-date. Changes will be updated on the child's enrolment form.

When a child has an allergy, parents may be asked to supply the Centre with alternatives for their child, e.g. sunscreen.

A display of children with allergies will be kept in the kitchen. This will be updated regularly. A folder will also be kept in the kitchen area which identifies all children with allergies and the substances they cannot have. This will act as a reference for all staff, including new staff and relief staff. The Director will ensure that this folder is always up to date. Staff will be made aware of any changes to this list as they occur. All new staff will be informed of this list upon initial employment.

The Director and staff will ensure that a risk management plan is developed and implemented for each child with an allergy to ensure that the risks of exposure to the allergen are minimised.

When preparing food staff will write allergens present on stickers. When serving food staff will use stickers as a reference as to what allergens are present in the food that has been prepared in addition to referencing to the folder.

Upon enrolment, parents will be provided copies of the Centre's policies on Dealing with Medical Conditions, Anaphylaxis and Allergies. Parents will also be provided with copies of the documents as they are updated.

Any relevant medication will be placed in the medication box (see Medication Administration Policy).

Specific emergency medication will be kept by the Centre including Epipens, ensuring their use by date is kept noted and expired medication is replaced. Training on how to use these in an emergency will be provided as part of an accredited First Aid Training Course, offered to all staff.

## Related Policies

- Anaphylaxis Management Policy
- Asthma Management Policy
- Dealing with Medical Conditions Policy
- Enrolment and Orientation Policy
- Food and Nutrition Policy
- Maintenance of Records Policy
- Medication Administration Policy

- Privacy and Confidentiality Policy
- Relief Staff Policy
- Staff Orientation and Induction Policy
- Sun Protection Policy

## Sources

- Child Safe Standards
- Education and Care Services National Regulations 2011
- Framework for School Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority

Date Endorsed: October 2023

Date of Review: September 2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202312	<ul style="list-style-type: none"> <li>- Child Safe Standards added</li> <li>- Format changed</li> <li>- Updated sources</li> </ul>	Director	
v.2.202306	- Allergen awareness when preparing and serving food	Staff	
v.2.202206	<ul style="list-style-type: none"> <li>- Update MTOP</li> <li>- Update Sources</li> </ul>	Staff	
v.2.202005	- No changes made		
v.2.201905	<ul style="list-style-type: none"> <li>- Updated links to NQS and National Regulations</li> <li>- Minor wording changes</li> </ul>	Staff Staff	