

D-16 Anaphylaxis Management

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
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
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. 77	Health, hygiene and safe food practices
Reg. 90	Medical conditions policy
Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 95	Procedure for 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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Policy Statement

We aim to provide an environment which is safe and healthy where children at risk of anaphylaxis can participate equally in all aspects of the programs and experiences offered at the service. We will ensure all staff are equipped with adequate knowledge and training of allergies, anaphylaxis and emergency procedures to enable them to respond immediately and appropriately. We aim to ensure appropriate procedures are in place to minimise the likelihood of children with anaphylaxis coming in contact with known allergens

Related Policies

- Dealing with Medical Conditions Policy
- Enrolment and Orientation Policy

- Excursions Policy
- Food and Nutrition Policy
- First Aid Policy
- Maintenance of Records Policy
- Medication Administration Policy
- Management of Incident, Injury & Trauma
- Privacy and Confidentiality Policy
- Relief Staff Policy
- Staff Orientation and Induction Policy
- Volunteers/Students/Visitors Policy

Procedure

Parent Responsibilities

Before the child is able to attend the Centre, parents will be requested to obtain an allergy diagnosis from a paediatric immunologist or hospital allergist. Where Anaphylaxis is diagnosed, the Centre must receive an Anaphylaxis Action Plan, signed by a medical practitioner, outlining a management plan for the child.

A meeting between the child's parents and the Nominated Supervisor will be held to discuss and develop an individual Risk Minimisation Plan for the child. This plan must be signed by the child's parent/guardian.

Parents will be required to supply the Centre with a photograph of the child to be attached to the Anaphylaxis Action Plan. This will be displayed in a prominent position in the food preparation area.

Parents will be required to provide the Centre with appropriate and up-to-date medication for the child (antihistamines and Epi-Pen) and continue to maintain this supply as the medication expires.

Parents must advise staff as soon as possible of any changes in the child's management plan, the child's allergy, medical condition, or general health.

Parents must endeavour to be always contactable by phone when the child is in care.

Parents must communicate with the Nominated Supervisor or Responsible Person when a child's medication has been administered in the last 24 hours.

Nominated Supervisor and Centre Staff Responsibilities

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

The Centre will strongly discourage certain foods from being brought to the service to minimise harm to children with anaphylaxis.

Signs will be displayed at the entrance and exit of the premises stating that a child diagnosed with anaphylaxis attends the service. This notice will alert parents and children to the allergens which should not be brought to the service.

Staff will monitor food products brought to the Centre by children in case they contain any allergens which could trigger a child's anaphylaxis.

The Nominated Supervisor will ensure that there is at least one staff member on each shift who holds a current certificate in Allergy and Anaphylaxis training.

All staff will be required to undergo approved Anaphylaxis Management Training, as specified by the Australian Children's Education and Care Quality Authority (ACECQA). Training will be updated every 3 years as required.

All staff, including relief staff and volunteers, will be informed of the current enrolled children who have been diagnosed with anaphylaxis upon employment. Staff will be responsible for familiarising themselves with the children diagnosed, their specific triggers, their Action Plan and their Risk Minimisation Plan.

When off school grounds, any adrenalin pens for children on the excursion will be carried by staff members adequately trained in anaphylaxis management and kept in close proximity to the child throughout.

General management Strategies

Menu plans at the Centre will take into consideration any potential allergies. Where potential allergens may be present in a meal provided by the Centre, staff will ensure an appropriate alternative is made available for children with allergies. This will be prepared and stored in a safe manner, away from the main meal to avoid contamination.

In the case of an allergic reaction

If a child has an allergic reaction, their individual Action Plan will be followed. If it is a minor allergic reaction, medication will be administered accordingly, and their parents contacted immediately.

If it is necessary to administer the Epi-pen, the child's Anaphylaxis Action Plan will be followed. A second staff member must be present to act as a witness in accordance with our medication policy.

Staff will phone 000 immediately for an ambulance and state that a child is having an anaphylactic reaction.

In the event that the child's parent is not present on arrival of the ambulance, a staff member will accompany the child to the hospital.

As per Regulation 94 of the *Education and Care Services National Regulations*, medication may be administered to a child without an authorisation in case of an anaphylaxis emergency. If medication is administered under this regulation, the Approved Provider or Nominated Supervisor must ensure that the following are notified as soon as practicable:

- a parent of the child
- emergency services

Staff must ensure that all anaphylaxis medication administered is recorded in a medication record.

As soon as is practicably possible, a de-briefing session will be organised with the Nominated Supervisor, staff, parents and the Executive Management Committee.

Sources

- Australasian Society of Clinical Immunology and Allergy – ASCIA:
<https://www.allergy.org.au/hp/anaphylaxis>
- ASCIA Action Plan
- 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: 12/06/2023

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202306	- Fixed spelling errors	Staff	
v.2.202206	- Updated links to NQS and MTOP - Updated Related Policies - Updated Sources	Staff	
v.2.201911	- No changes made		
v.2.201911	- Updated links to NQS and National Regulations - Minor wording changes for clarification - Included sentence on requirement for staff to undergo ACECQA approved training - Included sentence on medications being taken on excursion and kept near children - Included specific information relating to Regulation 94	Staff Staff Staff Staff Staff	