Policy Objective:
To ensure the safety and wellbeing of children attending Bland Shire Councils Children’s Services who are at risk of severe allergy and/or anaphylaxis.

Policy Statement:
Bland Children’s Services recognises the potentially serious consequences of children with allergies, and therefore aims to provide an environment that is safe and allows any child with allergies to participate in the daily routines and programs of the respective services. These allergies may include a condition known as anaphylaxis, therefore our services will facilitate effective care, health management and management of emergencies in children who have food allergies, and children who are at risk of anaphylaxis by;
- Minimising the risk of an anaphylactic reaction occurring while the child is in the care of the Bland Shire Children’s Services.
- Ensuring that educators receive anaphylaxis training approved by ACECQA so they can respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an EpiPen®/Anapen.
- To raise the awareness of the Children’s Services community about anaphylaxis and its Management through education and policy implementation.

Bland Children’s Services is committed to:
- Providing, as far as practicable, a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the Children’s Services program and experiences.
- Raising awareness about allergies and anaphylaxis amongst the Children’s Services community and children in attendance.
- Actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for their child.
- Ensuring each educator and other relevant adults has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.
- Ensuring educators are able to identify each child’s individual signs and symptoms by referring to the Health Management Plan.

Definitions:
Anaphylaxis is a severe and sudden allergic reaction. It occurs when a susceptible person is exposed to a specific allergen (such as a food or insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response. Anaphylaxis can occur at any age, but is most common in children and young adults.

Anaphylaxis may be triggered by foods such as peanuts, tree nuts, eggs, wheat, cow’s milk, soy and seafood. Other substances that can trigger severe allergic reactions include medications (especially antibiotics), bee and other insect stings.

Responsibilities:
Services Responsibilities:
- To request information on enrolment forms regarding known allergies of children being enrolled.
To discuss these allergies and their treatment with the parents/guardians and ensure that educators have been given relevant information.

Provide a copy of the Anaphylaxis policy to parents/guardians before child commences.

Ensure families provide documentation from their doctor confirming their child’s allergies and their management in the form of an Anaphylaxis plan. This may be sourced from ASCIA [www.allergy.org.au](http://www.allergy.org.au)

To ensure that educators are aware of the plan and put appropriate strategies in place (please refer to Anaphylaxis Management Plan Form).

To check that medical and personal information in relation to any child with known allergies is updated annually or more often where necessary.

To display an action plan for each child with anaphylaxis after receiving signed permission from parents/guardians.

To ensure that educators have current approved training in anaphylaxis and its management.

To put procedures in place to exclude food which is known to cause an anaphylactic reaction in any child enrolled in the Bland Children’s services (refer to Anaphylaxis Alert Note).

Ensure that no child who has been prescribed an EpiPen®/Anapen is permitted to attend a Service or excursion without that EpiPen®/Anapen.

To advise parents that the Service is a ‘Nut Free’ Service.

**Educators Responsibilities**

To be aware of allergies of children in their care and to display a copy of the child's Action Plan for Anaphylaxis including information regarding children with known allergies, including name, photograph, list of foods which cause allergic reaction and relevant emergency information.

Ensure medication and/or EpiPen®/Anapen kit is stored in a location that is known to all educators, including relief educators, is easily accessible and not accessible to other children.

Check with parent/guardian that the EpiPen®/Anapen kit is provided with the child on each day of attendance and ensuring expiry date is current and recorded with medication. NB If medication is not provided the child will be refused attendance.

Follow the child’s anaphylaxis action plan in the event of an allergic reaction, which may progress to anaphylaxis.

Ensure EpiPen®/Anapen Kit is for each child at risk of anaphylaxis, carried by a trained adult on excursions that these children attend.

Ensure each child’s EpiPen®/Anapen Kit is collected and taken to muster point during Fire Evacuations and/or practice.

Provide an Anaphylaxis Alert Note to parent/guardian community.

Discourage and prevent children sharing food while in care and to encourage awareness and acceptance of inclusive practices for the different needs of children.

Ensure food is not contaminated or cross contaminated with any product known to cause an allergic reaction with any child currently in care.

Be aware of the risk to an identified child of using allergenic foods in cooking activities.

Ensure eating areas and utensils are thoroughly cleaned with warm soapy water or put through a dishwasher to remove traces of potential allergens.

To follow Services hygiene procedures for educators and children ensuring a contamination free environment.

To seek alternatives for children attending with any nut products.

**Responsibilities of Parent/Guardian of Child with Known Allergy**

To provide information regarding any known allergies on the Enrolment Form.

To complete an Anaphylaxis Management Plan Form.

To provide medical information relating to their child who has a known allergy.

Provide a recommended emergency action plan from the child’s doctor.

Provide required medication and sign long-term medication permission form as per Medication Policy.

To update the Emergency Action Plan when necessary.

To provide clear and consistent information to educators regarding the requirements of their child in relation to allergic reactions.

To assist educators to manage situations where food is shared by children (eg birthdays), it would be helpful if parents/guardians provide food that can be stored at the Service and used as alternative treats for their child when necessary.

**Responsibilities of Other Parents/Guardians**

To be aware of the information regarding children with known allergies displayed.
➢ To abide by the Anaphylaxis Alert Note by not providing trigger foods.
➢ To provide nut free food during attendance at the Service.

**Recommended Practices:**
It is essential that each Service:
1) Identify children at risk due to allergy and anaphylaxis.
2) Obtain documentation and information about the child’s allergy from a medical Professional.
3) Consider elimination of the allergen if recommended by medical professional and if possible display and follow the Action Plan for Anaphylaxis.
4) Ensure educators receive approved ACECQA training on Anaphylaxis.

**References:**
- National Law: Section 173,225
- Education and Care Services National Regulations: Regulations 90-91, 137-143
- National Quality Standards – standard 2.1.1, 2.1.4
- Civil Liability Act 2002
- Employees Liability Act 1991
- Work Health and Safety Act 2011
- NSW Department of Community Services – Guidelines for Children’s Services 2007 – Anaphylaxis
- Australian Children’s Education and Care Quality Authority

**Appendices:**
Nil

**Authorisation:**

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**Related Council Policy/Procedure**
- Enrolment and Orientation Policy
- Medication Policy
- Infectious Diseases and Healthy Environment Policy
- Accident, Injury and Medical Emergency Policy
- Nutrition and Food Safety Policy
- Hygiene Policy
- Asthma Policy
- Inclusion of Children with Additional Needs Policy
- Emergency Procedure