

D-15 Allergies

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 3	Physical environment.
QA. 4.2.2	Professional standards.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 7.1.2	Management systems.

National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 90	Medical conditions policy
Reg. 91	Medical conditions policy to be provided to parents
Reg. 95	Procedure for administration of medication
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

LO. 1	Children feel safe, secure, and supported
LO. 3	Children have a strong sense of wellbeing

Policy Statement

We aim to provide safe and effective care of children by ensuring the staff are fully aware of the individual needs of all children, including their reactions to, and management of, allergies. Policies and practices relating to allergy management will be reviewed regularly.

Related Policies

- Normanhurst West OSHC Policy A-4: Enrolment
- Normanhurst West OSHC Policy C-3: Staff Orientation and Induction
- Normanhurst West OSHC Policy C-9: Relief Staff
- Normanhurst West OSHC Policy C-10: Volunteers/Students/Visitors
- Normanhurst West OSHC Policy D-1: Dealing with Medical Conditions
- Normanhurst West OSHC Policy D-2: Hygiene
- Normanhurst West OSHC Policy D-3: Food and Nutrition

- Normanhurst West OSHC Policy D-4: Food Safety and Handling
- Normanhurst West OSHC Policy D-17: Anaphylaxis
- Normanhurst West OSHC Policy D-20: Medication

Procedure

Parents will be required to inform the Centre of any allergies the child may have at the time of enrolment. This information will be recorded online as part of the enrolment process. Any changes to a child's allergy status must be informed to the centre as soon as it is known (including new diagnosis, or changes to a current diagnosis). Parents will be reminded of this requirement through the Family Handbook.

Doctor Diagnosed allergies will require the completion of a Medication Management plan developed in conjunction with the child's doctor and parent explaining the effects if the child was to be exposed to a particular allergen and the action required, as per Regulation 90. Parents of children with Anaphylaxis will be required to provide an ASCIA "Action Plan for Anaphylaxis" from the child's doctor. Children with a food or insect allergy will be required to provide an ASCIA "Action plan for Allergic Reactions". In the case of any other allergy, such as medication, a letter from a Medical Practitioner with the above-mentioned inclusions must be provided. To ensure accuracy of the information, ASCIA plans must be provided prior to the review date noted, or alternatively where no date is provided, within 18 months of the writing of the plan. Without these plans, a child's enrolment will not be confirmed. When an action plan reaches either the review date noted, or where no date is listed, 18 months from the writing of the plan, the Parents / Guardians are responsible for organising a medical appointment and providing an updated plan to the centre. Centre staff will follow this up with the family if not received, and where the plans are not forthcoming, may suspend a child's enrolment at the service until the plan is received.

Any medication listed on the Medical Management Plan must be supplied by the parents prior to the child's first attendance at the centre. Where the medication is taken home in between attendances, it must be returned to the service for a child to be accepted into care for the session. Medication must meet the guidelines referred to in Policy D-20: Medication, and in line with Regulation 95.

It is a requirement of the Centre to meet its regulatory obligations that a risk minimisation plan and a communication plan be developed in consultation with the parents. The Nominated Supervisor will utilise information received by the parents and health professionals to pre-complete this plan, then share it with the family for specific information to be completed. The content of planning will include:

- Identification of any risks to the child or others by their attendance at the Centre
- Identification of any practices or procedures that need adjustment at the Centre to minimise risk
- Process and timeline for orientation procedures for educators
- Methods for communicating between parents and educators any changes to the child's medical management plan

This plan may also include more information with relation to the allergens, such as impact on programmed activities and non-ingestion activities, and/or alternative foods the child may be able to eat.

All medical conditions, including food allergies will be summarised and displayed on cheat sheets in the kitchen, as well as summarised for each session on the “Allergy List” based on the children booked in to attend. It is deemed the responsibility of every educator to read and refer to the list at the commencement of every shift during the staff huddle.

All relief educators will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving the child (see Relief Staff Policy).

Parents/guardians of child with an allergy will be provided with a copy of the Allergies Policy (Regulation 91).

Practices and procedures in relation to safe food preparation and consumption will be reviewed regularly to ensure these meet the requirements of the children attending the service.

If relevant, policies and practices in relation to specific needs of individual children will be developed and implemented.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- United Nations Rights of the Child (Article 24)
- NSW Public Health Act 2010
- Disability discrimination Act – federal 1992
- NSW Anti-Discrimination Act 1977
- Work Health and Safety Act 2011
- My Time, Our Place: Framework for School Age Care in Australia 2011
- Australasian Society of Clinical Immunology and Allergy (ASCIA) Information for Patients, Consumer and Carers: ASCIA Action Plans Frequently Asked Questions June 2021

Endorsed	15/10/2021
Review Date	15/10/2023