

D-17 Anaphylaxis

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 3	Physical environment.
QA. 4.2.2	Professional standards.
QA. 6.1.1	Engagement with the service.
QA. 7.1.2	Management systems.
QA. 7.2.1	Continuous improvement.

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. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 95	Procedure for administration of medication
Reg. 136	First aid qualifications
Reg. 137	Approval of qualifications
Reg. 145	Staff record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 173	Prescribed information to be displayed

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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Policy Statement

We believe the safety and wellbeing of children who are at risk of anaphylaxis is a whole-community responsibility. 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 educators are equipped with adequate knowledge and training of allergies, anaphylaxis and emergency procedures to enable them to respond immediately and appropriately.

Related Policies

- Normanhurst West OSHC Policy A-4: Enrolment
- Normanhurst West OSHC Policy A-10: Acceptance and Refusal of Authorisations
- 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-10: First Aid
- Normanhurst West OSHC Policy D-15: Allergies
- Normanhurst West OSHC Policy D-19: Nut-Free Zone
- Normanhurst West OSHC Policy D-20: Medication

Procedure

The Centre will ensure there is at least one educator present at all times that children are being educated and cared for at the service who has undertaken approved anaphylaxis management training, as per Regulation 136.

All educators will 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.

Parents will be required to inform the Centre of any child diagnosed by a medical practitioner as being at risk of anaphylaxis, at the time of enrolment. This information is recorded online as part of the enrolment process. Any changes to a child's anaphylaxis 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.

Parents of children with Anaphylaxis will be required to provide an ASCIA "Action plan for Anaphylaxis", as authorised by the medical practitioner (Regulation 90). 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. Permission will be sought from parents as part of the Risk Minimisation and Communication Plan to have the action plan displayed in a location visible and accessible to staff responsible for the child.

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. Any additional relevant information must be kept with the medication at all times.

All medication will be stored in the Medication Cupboard, an area easily accessible to educators (not locked away) but inaccessible to children and away from any direct heat source.

When off school grounds, any adrenalin pens for children on the excursion must be carried and administered only by educators adequately trained in anaphylaxis management.

All educators, including relief educators 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.

In the event of an anaphylactic reaction occurring where a child has been diagnosed at risk of anaphylaxis, educators will follow the instructions on the child's action plan.

In the event of an anaphylactic reaction occurring where a child has no anaphylaxis diagnosis, educators will:

- Call an ambulance immediately "000"
- Commence first aid measures
- Contact the parent/guardian
- Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted

Medication may be administered to a child without an authorisation in case of an anaphylaxis emergency (Regulation 94). If medication is administered under this regulation, the approved provider or nominated supervisor of the education and care service must ensure that the following are notified as soon as practicable:

- a parent of the child
- emergency services

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

Parents/guardians of children diagnosed as being at risk of anaphylaxis must be provided with a copy of the Anaphylaxis Policy on enrolment (Regulation 91).

The Centre must notify the other families using the service of a child at risk of anaphylaxis being enrolled in the service (Regulation 173). The child's name will not be mentioned. This will be done on the prescribed information display.

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

Food Allergies

If a child has been diagnosed as being at risk of anaphylaxis directly relating to certain foods:

- Parents will be required to review, amend and sign a Risk Minimisation and Communication Plan on enrolment, indicating specific information with regards to the Anaphylaxis (see D-15 Allergies Policy)
- A listing of children with food restrictions will be placed in the kitchen to remind staff
- A list of what the child cannot eat will be recorded, as well as alternatives of what the child can eat
- An allergy listing, specific to the bookings for the session will be provided to Educators. All educators are to make themselves aware of this list at the beginning of each session

Practices and procedures in relation to safe food preparation and consumption will be reviewed each time an enrolment for a child with a risk of anaphylaxis is accepted at the centre.

Normanhurst West OSHC is currently a nut aware Centre in line with the anaphylaxis requirements of attending children. Where possible, the Centre will reduce the risk of exposure to allergens and provide alternatives during meal times where an allergen may be present.

Any educators who have been diagnosed as being at risk of anaphylaxis by a medical practitioner must advise the Centre Director. This will be recorded on the Educator record.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- Australian Children's Education and Care Quality Authority (ACECQA)
- 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 (ASCI) Information for Patients, Consumer and Carers: ASCIA Action Plans Frequently Asked Questions June 2021
- Allergy and Anaphylaxis Australia - <http://www.allergyfacts.org.au/>
- Network of Community Activities Factsheet – 'Anaphylaxis'

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