

# D-17 Anaphylaxis

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Epping Heights OSHC.

## NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.2	Incident and emergency management.
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 by parents
Reg. 94	Exception to authorisation requirement – anaphylaxis or asthma management
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
	Children develop their autonomy, inter-dependence, resilience and sense of agency
	Children learn to interact in relation to others with care, empathy and respect
LO. 2	Children are connected with and contribute to their world
LO. 3	Children take increasing responsibility for their own health and physical wellbeing
LO. 4	Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

## **POLICY STATEMENT**

Epping Heights OSHC believes that 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 staff are equipped with adequate knowledge and training of allergies, anaphylaxis and emergency procedures to enable them to respond immediately and appropriately.

## **RELATED POLICIES**

- Epping Heights OSHC Policy A-4: Enrolment
- Epping Heights OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy C-9: Relief Staff
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors
- Epping Heights OSHC Policy D-1: Dealing with Medical Conditions
- Epping Heights OSHC Policy D-2: Hygiene
- Epping Heights OSHC Policy D-10: First Aid
- Epping Heights OSHC Policy D-15: Allergies
- Epping Heights OSHC Policy D-19: Nut-Free Zone
- Epping Heights OSHC Policy D-20: Medication

## **PROCEDURE**

The Centre will ensure that there is at least one staff member 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 staff will be required to undergo Approved Anaphylaxis Management Training, as per the courses advised by the Australian Children's Education and Care Quality Authority. This will be updated every three years as required.

Parents will be required to inform the Centre of any child diagnosed at being at risk of anaphylaxis, by a medical practitioner, at the time of enrolment. This information is recorded on the enrolment form. Parents are reminded of this requirement through the Family Handbook and the Information Brochure.

Parents will be required to provide a copy of the Anaphylaxis action plan, as authorised by the medical practitioner (Regulation 90). Permission will be required from parents to have the action plan displayed in a location visible to staff responsible for the child.

Any medication required such as an adrenalin pen or antihistamine must be supplied by the parents, clearly marked with the child's name and any additional relevant information must be kept with the medication at all times.

The Centre Coordinator will aim to ensure that any child who has been prescribed an adrenalin pen is unable to attend unless their medication has been made available.

All medication must be stored in an area easily accessible to staff but inaccessible to children and away from any direct heat source.

When off school grounds, any adrenalin pens for children on the excursion will be carried by staff who are adequately trained in anaphylaxis management.

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.

All staff are required to notify the Centre Coordinator if they have been diagnosed as being at risk of anaphylaxis by a medical practitioner. This will be recorded in their emergency details form and any additional information recorded on file.

In the event of an anaphylactic reaction occurring where a child has been diagnosed at risk of anaphylaxis, staff will follow the instructions on the child's action plan. Following an anaphylactic reaction, the centre administrator and committee are to be notified. A review of this policy is to be undertaken and amended as required.

In the event of an anaphylactic reaction occurring where a child has been diagnosed as only being allergic, staff will:

Call an ambulance immediately. "000"

Commence first aid measures as advised by 000/health care professional

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

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

All relief staff will be informed of all allergies and anaphylaxis cases on initial employment. The staff are required to check the allergy list daily for any additions since their last shift.

The Parent/guardian may be required to fill out a Severe Allergies Form if staff require further information. This is at the discretion of the Centre Coordinator.

Parents/guardians of child who has been diagnosed as being at risk of anaphylaxis must be provided with a copy of the 'Anaphylaxis' policy on enrolment.

If parental permission is given, the Centre must notify the other families using the service of a child at risk of anaphylaxis being enrolled in the service. The child's name will not be mentioned. This can be done in the OSHC newsletter and displayed on the noticeboard.

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 provide an outline of the child's current diet on a Severe Allergies Form (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.

All staff are to make themselves aware of the record on an ongoing basis.

All children's individual needs such as allergies, anaphylaxis, dietary requirements etc. will be addressed in the menus.

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. Epping Heights OSHC is currently an allergy friendly 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 mealtimes where an allergen may be present.

### **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)
- Allergy and Anaphylaxis Australia – <http://www.allergyfacts.org.au>
- Network of Community Activities Factsheet – 'Anaphylaxis'

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