**Anaphylaxis Management Policy**

Anaphylaxis is a severe and sometimes sudden allergic reaction which is potentially life threatening. It can occur when a person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis should always be treated as a medical emergency, requiring immediate treatment. Most cases of anaphylaxis occur after a person is exposed to the allergen to which they are allergic, usually a food, insect sting or medication. Any anaphylactic reaction always requires an emergency response.

**National Quality Standard (NQS)**

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| Quality Area 2: Children’s Health and Safety | | |
| 2.1.1 | **Wellbeing and comfort** | Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation |
| 2.1.2 | **Health practices and procedures** | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.2 | **Safety** | Each child is protected |
| 2.2.1 | **Supervision** | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
| 2.2.2 | **Incident and emergency management** | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented |

**Education and Care Services National Regulations**

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| Children (Education and Care Services) National Law NSW | |
| 12 | Meaning of a serious incident |
| 85 | Incident, injury, trauma and illness policies and procedures |
| 86 | Notification to parents of incident, injury, trauma and illness |
| 87 | Incident, injury, trauma and illness record |
| 89 | First aid kits |
| 90 | Medical conditions policy |
| 90(1)(iv) | Medical Conditions Communication Plan |
| 91 | Medical conditions policy to be provided to parents |
| 92 | Medication record |
| 93 | Administration of medication |
| 94 | Exception to authorisation requirement—anaphylaxis or asthma emergency |
| 95 | Procedure for administration of medication |
| 96 | Self-administration of medication |
| 136 | First aid qualifications |
| 162 | Health information to be kept in enrolment record |
| 168 | Education and care service must have policies and procedures |
| 170 | Policies and procedures to be followed |
| 173 | Prescribed information to be displayed |
| 173(2(f) | Prescribed information to be displayed – a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service |
| 174 | Time to notify certain circumstances to Regulatory Authority |

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| REALTED POLICIES  Administration of First aid Policy  Administration of Medication Policy  Enrolment Policy  Incident, Illness, Accident, Trauma Policy  Medical Conditions Policy  Privacy and Confidentiality Policy  Supervision Policy  Family Communication Policy |

**PURPOSE**

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions including anaphylaxis. We aim to minimise the risk of an anaphylactic reaction occurring at our Service by following our *Anaphylaxis Management Policy.* Waratah All Year Care aim to minimize the risk of an anaphylactic reaction occurring at our Service by implementing risk minimisation strategies and ensuring all staff members are adequately trained to respond appropriately and competently to an anaphylactic reaction.

**SCOPE**

This policy applies to children, families, staff, management and visitors of Waratah All Year Care.

**DUTY OF CARE**

Our Service has a legal responsibility to take reasonable steps to provide

1. A safe environment for children free of foreseeable harm
2. Adequate Supervision of children

Our focus is keeping children safe and promoting the health, safety and wellbeing of children attending our Service. Staff members, including relief staff, need to be aware of children at the Service who suffer from allergies that may cause an anaphylactic reaction. Management will ensure all staff are aware of children’s Medical Management Plan and Risk Management Plans.

**BACKGROUND**

The most common allergens in children are:

* Peanuts
* Eggs
* Tree nuts (e.g. cashews)
* Cow’s milk
* Fish and shellfish
* Wheat
* Soy
* Sesame
* Certain insect stings (particularly bee stings)

Signs of anaphylaxis (severe allergic reaction) include any 1 of the following:

* difficult/noisy breathing
* swelling of tongue
* swelling/tightness in throat
* difficulty talking/and or a hoarse voice
* wheeze or persistent cough
* persistent dizziness or collapse
* pale and floppy (young children)
* abdominal pain and/or vomiting (signs of a severe allergic reaction to insects)

The key to the prevention of anaphylaxis and response to anaphylaxis within the Service is awareness and knowledge of those children who have been diagnosed as at risk, awareness of allergens that could cause a severe reaction, and the implementation of preventative measures to minimise the risk of exposure to those allergens. It is important to note however, that despite implementing these measures, the possibility of exposure cannot be completely eliminated. Communication between the Service and families is vital in understanding the risks and helping children avoid exposure.

Adrenaline given through an adrenaline autoinjector (such as an EpiPen®) into the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

**IMPLEMENTATION**

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Waratah All Year Care will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of all medical conditions policies will be provided to all educators and volunteers and families of the Service. It is important that communication is open between families and educators to ensure appropriate management of anaphylactic reactions are effective.

It is imperative that all educators and volunteers at Waratah All Year Care follow a child’s Medical Management Plan in the event of an incident related to a child’s specific health care need, allergy or medical condition.

**Management, Nominated Supervisor/ Responsible Person will ensure:**

* that as part of the enrolment process, **all** parents/guardians are asked whether their child has been diagnosed as being at risk of anaphylaxis or has severe allergies and clearly document this information on the child’s enrolment record
* if the answer is *yes*, the parents/guardians are required to provide a medical management plan and ASCIA Action Plan signed by a registered medical practitioner prior to their child’s commencement at the Service [see section below- *In Services where a child is diagnosed as ‘at risk of anaphylaxis*]
* parents/guardians of an enrolled child who is diagnosed with anaphylaxis are provided with a copy of the *Anaphylaxis Management Policy, Medical Conditions Policy and Administration of Medication Policy*
* all staff members have completed ACECQA approved first aid training at least every 3 years and this is recorded with each staff member’s certificate held on the Service’s premises
* at least one educator or nominated supervisor with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA) is in attendance at all times education and care is provided by the Service
* all staff have undertaken training in administration of the adrenaline auto injection device and cardiopulmonary resuscitation (CPR) at least every 12 months
* that all staff members are aware of
  + any child at risk of anaphylaxis enrolled in the service
  + the child’s individual medical management plan/action plan
  + symptoms and recommended action for allergy and anaphylaxis and
  + the location of their EpiPen® / Anapen ® device
* that a copy of this policy is provided and reviewed during each new staff member’s induction process
* that updated information, resources, and support for managing allergies and anaphylaxis are regularly provided for families

**In Services where a child diagnosed at risk of anaphylaxis is enrolled the Nominated Supervisor shall also:**

* meet with the parents/guardians to begin the communication process for managing the child’s medical condition
* not permit the child to begin education and care until a medical management plan developed in collaboration with the family and a medical practitioner is provided
* develop and document a risk minimisation plan in collaboration with parents/guardian, by assessing the potential for accidental exposure to allergens while the child at risk of anaphylaxis is in the care of the Service
* ensure the medical management plan includes:
* specific details of the child’s diagnosed medical condition
* supporting documentation (if required)
* a recent photo of the child
* triggers for the allergy/anaphylaxis (signs and symptoms)
* first aid/emergency action that will be required
* administration of adrenaline autoinjectors
* ASCIA Action Plan
* contact details and signature of the registered medical practitioner
* date the plan should be reviewed
* Conduct an assessment of the potential for accidental exposure to allergens while child/children at risk of anaphylaxis are in the care of the Service and develop a risk minimisation plan for the Service in consultation with staff and the families of the child/children.
* Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the Service without the device.
* Display an Australasian Society of Clinical Immunology and Allergy Inc. (ASCIA) generic poster called Action Plan for Anaphylaxis for each child with a diagnosed risk of anaphylaxis, in key locations at the Service, for example, in the children’s room, the staff room or near the medication cabinet.
* Ensure that a child’s individual anaphylaxis medical management action plan is signed by a Registered Medical Practitioner and inserted into the enrolment record for each child. This will outline the allergies and describe the prescribed medication for that child and the circumstances in which the medication should be used.
* Ensure that all staff responsible for the preparation of food are trained in managing the provision of meals for a child with allergies, including high levels of care in preventing cross contamination during storage, handling, preparation and serving of food. Training will also be given in planning appropriate menus including identifying written and hidden sources of food allergens on food labels.
* Ensure that a notice is displayed prominently in the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at Waratah All Year Care.
* Ensure that all relief staff members in the Service have completed training in the administration of anaphylaxis management including the administration of an adrenaline auto-injection device, awareness of the symptoms of an anaphylactic reaction, the child at risk of anaphylaxis, the child’s allergies, the individual anaphylaxis medical management action plan and the location of the auto-injection device kit.
* Implement the communication strategy and encourage ongoing communication between parents/guardians and staff regarding the current status of the child’s allergies, this policy and its implementation.
* Display an Emergency contact card by the telephone.
* Ensure that all staff in Waratah All Year Care know the location of the anaphylaxis medical management plan and that a copy is kept with the auto-injection device Kit.
* Ensure that the staff member accompanying children outside Waratah All Year Care carries the anaphylaxis medication and a copy of the anaphylaxis medical management action plan with the auto-injection device kit.

**Educators will:**

* read and comply with the *Anaphylaxis Management Policy*, *Medical Conditions Policy* and *Administration of Medication Policy*
* Ensure a copy of the child’s anaphylaxis medical management action plan is visible and known to staff in Waratah All Year Care.
* Follow the child’s anaphylaxis medical management action plan in the event of an allergic reaction, which may progress to anaphylaxis.
* Practice the administration procedures of the adrenaline auto-injection device using an auto-injection device trainer and ‘anaphylaxis scenarios’ on a regular basis, preferably quarterly.
* Ensure the child at risk of anaphylaxis will only eat food that has been prepared according to the parents or guardians instructions.
* Ensure tables and bench tops are washed down effectively after eating.
* Ensure hand washing for all children upon arrival at the Service and before and after eating.
* Increase supervision of a child at risk of anaphylaxis on special occasions such as excursions, incursions, parties and family days.
* Ask all parents/guardians as part of the enrolment procedure, prior to their child’s attendance at the Service, whether the child has allergies and document this information on the child’s enrolment record. If the child has severe allergies, ask the parents/guardians to provide a medical management action plan signed by a Registered Medical Practitioner.
* Ensure that an anaphylaxis medical management action plan signed by the child’s Registered Medical Practitioner and a complete auto-injection device kit (which must contain a copy the child’s anaphylaxis medical management action plan) is provided by the parent/guardian for the child while at the Service.
* Ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat
* Ensure that the auto-injection device kit containing a copy of the anaphylaxis medical management action plan for each child at risk of anaphylaxis is carried by a staff member accompanying the child when the child is removed from the Service e.g. on excursions that this child attends.
* Regularly check and record the adrenaline auto-injection device expiry date. (The manufacturer will only guarantee the effectiveness of the adrenaline auto-injection device to the end of the nominated expiry month)
* Provide information to the Service community about resources and support for managing allergies and anaphylaxis.

**In the event where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:**

* Call an ambulance immediately by dialing 000
* Commence first aid measures
* Contact the parent/guardian when practicable
* Contact the emergency contact if the parents or guardian can’t be contacted when practicable
* Notify the regulatory authority within 24 hours

**In the event that a child suffers from an anaphylactic reaction the Service and staff will:**

* Follow the child’s anaphylaxis action plan.
* Call an ambulance immediately by dialing 000
* Commence first aid measures
* Record the time of administration of adrenaline autoinjector
* If after 5 minutes there is no response, a second adrenaline autoinjector should be administered to the child if available
* Contact the parent/guardian when practicable
* Contact the emergency contact if the parents or guardian can’t be contacted when practicable
* Notify the regulatory authority within 24 hours

**Families will:**

* Inform staff at the children’s Service, either on enrolment or on diagnosis, of their child’s allergies
* Develop an anaphylaxis risk minimisation plan with Waratah All Year Care staff
* Provide staff with an anaphylaxis medical management action plan signed by the Registered Medical Practitioner giving written consent to use the auto-injection device in line with this action plan
* Provide staff with a complete auto-injection device kit
* Regularly check the adrenaline auto-injection device expiry date
* Assist staff by offering information and answering any questions regarding their child’s allergies
* Notify the staff of any changes to their child’s allergy status and provide a new anaphylaxis action plan in accordance with these changes
* Communicate all relevant information and concerns to staff, for example, any matter relating to the health of the child
* Comply with the Service’s policy that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the Service or its programs without that device
* Read and be familiar with the policy
* Identify and liaise with the nominated staff member
* Bring relevant issues to the attention of both staff and licensee

## Educating Children

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* Educators will talk to children about foods that are safe and unsafe for the anaphylactic child. They will use terms such as ‘this food will make \_\_\_\_\_\_ sick’, ‘this food is not good for \_\_\_\_\_’, and ‘ \_\_\_\_\_ is allergic to that food’.
* Staff will talk about symptoms of allergic reactions to children (e.g. itchy, furry, scratchy, hot, funny).
* With older children, staff will talk about strategies to avoid exposure to unsafe foods, such as taking their own plate and utensils, having the first serve from commercially safe foods, and not eating food that is shared.
* Child care staff will include information and discussions about food allergies in the programs they develop for the children, to help children understand about food allergy and encourage empathy, acceptance and inclusion of the allergic child.

**Reporting Procedures**

* After each emergency situation the following will need to be carried out:
* Staff members involved in the situation are to complete an Incident Report, which will be countersigned by the person in charge of the Service at the time of the incident.
* If necessary, send a copy of the completed form to the insurance company; and
* File a copy of the Incident Report on the child’s file.
* The Nominated Supervisor will inform the Service management about the incident.
* The Nominated Supervisor or the Licensee is required to inform Regulatory Authority about the incident within 24 hours.
* Staff will be debriefed after each anaphylaxis incident and the child’s Individual Anaphylaxis Health Care Plan evaluated.
* Staff will need to discuss the effectiveness of the procedures that were in place.
* Time is also needed to discuss the exposure to the allergen and the strategies that need to be implemented and maintained to prevent further exposure.

**Contact details for resources and support:**

Australasian Society of Clinical Immunology and Allergy (ASCIA), at [www.allergy.org.au](http://www.allergy.org.au), provide information on allergies. Their sample Anaphylaxis Action Plan can be downloaded from this site. Contact details for Allergists may also be provided. Current ASCIA Action Plan are the 2020 versions, however previous versions (2018 and 2017) are still valid for use throughout 2020. There are two types of ASCIA Action Plans for Anaphylaxis:

ASCIA Action Plan 2020 **(RED)** are for adults or children with medically confirmed allergies, who have been prescribed adrenaline autoinjectors.

ASCIA Action Plan for Allergic Reactions **(GREEN)** is for adults or children with medically confirmed allergies who have not been prescribed adrenaline autoinjectors.

A new ASCIA First Aid Plan for Anaphylaxis **(ORANGE)** EpiPen and Generic versions has replaced other versions of the action plans.

* Anaphylaxis Australia Inc., at [Allergy Facts](https://www.allergyfacts.org.au), is a non-profit support organisation for families with food anaphylactic children. Items such as storybooks, tapes, auto-injection device trainers and so on are available for sale from the Product Catalogue on this site. Anaphylaxis Australia Inc. provides a telephone support line for information and support to help manage anaphylaxis. Telephone 1300 728 000.
* Royal Children’s Hospital Anaphylaxis Advisory Support Line provides information and support about anaphylaxis to school and licensed children’s services staff and parents. Telephone 1300 725 911 or Email: [Wilma.Grant@rch.org.au](mailto:Wilma.Grant@rch.org.au)
* Department of Education and Early Childhood Development website at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis) provides information related to anaphylaxis, including frequently asked questions related to anaphylaxis training.

**Additional Information**:

The following links have been provided so you can research and adjust your policy to align with your own state governments requirements. Delete all or part of this section once formatting is complete.

* **WA**

[www.health.wa.gov.au/anaphylaxis/home/](http://www.health.wa.gov.au/anaphylaxis/home/)

[www.det.wa.edu.au/inclusiveeducation/detcms/portal/](http://www.det.wa.edu.au/inclusiveeducation/detcms/portal/)

**Source**

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| * Australian Children’s Education & Care Quality Authority. * Guide to the Education and Care Services National Law and the Education and Care Services National Regulations * ECA Code of Ethics. * Education and Care Services National Law Act 2010*.* (Amended 2018). * [Education and Care Services National Regulations](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D@pointInTime(20200831000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D@pointInTime(20200831000000))+OR+(Repealed%3DN+AND+(PrintType%3D%22epi.reprint%22+OR+PrintType%3D%22epi.electronic%22)+AND+PitValid%3D@pointInTime(20200831000000)))+AND+Content%3D(%22early%22+AND+%22childhood%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D%27dq-highlight%27%3EActs%3C/span%3E,+%3Cspan+class%3D%27dq-highlight%27%3ERegulations%3C/span%3E,+%3Cspan+class%3D%27dq-highlight%27%3EEPIs%3C/span%3E%22,+Search+In%3D%22%3Cspan+class%3D%27dq-highlight%27%3EAll+Content%3C/span%3E%22,+All+Words%3D%22%3Cspan+class%3D%27dq-highlight%27%3Eearly+childhood%3C/span%3E%22,+Point+In+Time%3D%22%3Cspan+class%3D%27dq-highlight%27%3E31/08/2020%3C/span%3E%22). (2011). * Guide to the National Quality Standard. * Staying Healthy in Child Care. 5th Edition * Revised National Quality Standard |

**Review**

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| Policy Reviewed | Modifications | Next Review Date |
| July 2018 | New policy created for new service | July 2019 |
| July 2019 | No Changes | July 2020 |
| July 2020 | * Additions to content of policy * Additional regulations added * Additions to emergency first aid requirements * rearranged some points under Educators to Nominated Supervisor * Updated 2020 ASCIA Action Plans | July 2021 |
| July 2021 | * rearranged content within policy and deletion of repetitive statements in all sections * consistent wording to align with related Medical Conditions policies (asthma, epilepsy, diabetes) * policy review includes ACECQA policy guidelines/components (June 2021) * links added for suggested education program for children * ASCIA action plans updated for 2021 * communication plan information added * links to state/territory information checked and edited where required | July 2022 |