

FERGUSON PARK PRE-SCHOOL

ALLERGY POLICY

1. Policy statement

Values

This children's service believes that the safety and wellbeing of children who are at risk of allergic reactions is a whole-of-community responsibility. The service is committed to:

- providing, as far as practicable, a safe and healthy environment in which children at risk of allergic reactions can participate equally in all aspects of the children's program and experiences.
- raising awareness about allergies amongst the service community and children in attendance.
- actively involving the parents/guardians of each child at risk of allergic reactions in assessing risks, developing risk minimisation strategies and management strategies for their child.
- ensuring each staff member and other relevant adults have adequate knowledge of allergies and emergency procedures.
- facilitating communication to ensure the safety and wellbeing of children at risk of allergic reactions.

Purpose

The aim of this policy is to:

- minimise the risk of an allergic reaction occurring while the child is in the care of the children's service.
- ensure that staff members respond appropriately to an allergic reactions by initiating appropriate treatment, including competently administering necessary medications as per the Allergy management Plan.
- raise the service community's awareness of allergic reactions and its management through education and policy implementation.

Procedures

The Proprietor shall:

- 1 In all children's services:
 - ensure there is an allergic reactions management policy in place
 - ensure that the policy is displayed at the service

- 2 In services where a child diagnosed at risk of an allergic reactions is enrolled the proprietor shall also:
 - conduct an assessment of the potential for accidental exposure to allergens while child/ren at risk are in the care of the service and develop a risk minimisation plan for the centre in consultation with staff and the families of the child/ren.
 - make parents/guardians aware of this policy, and provide access to it on request.
 - 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 Australasian Society of Clinical Immunology and Allergy (ASCI), generic poster called *Action plan for Anaphylaxis* in a key location at the service, for example, in the children's room, the staff room or near the medication cabinet.
 - display an ambulance contact card by telephones.
 - comply with the procedures outlined in Schedule 1.
 - ensure that a child's individual medical management action plan signed by a registered medical practitioner is inserted in to the enrolment records for each child. This will outline the allergies and describe the prescribed medication for that child and the circumstances in which it should be used.

Staff responsible for the child at risk of allergic reactions shall:

- ensure a copy of the child's action plan is visible to all staff.
- follow the child's action plan in the event of an allergic reaction, which may progress to anaphylaxis.
- in the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:
 - Call an ambulance immediately by dialling 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.
- 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 the medication 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 Medication for each child at risk of allergic reactions is carried by a trained adult on excursions that this child attends.
- regularly check the Medication expiry date.
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- provide information to the service community about resources and support for managing allergies
- comply with the procedures outlined in Schedule 1.

Parents/guardians of children shall:

- comply with the procedures outlined in Schedule 1.

Parents/guardians of a child at risk of an allergic reactions shall:

- inform staff, either on enrolment or on diagnosis, of their child's allergies.
- develop an allergy risk minimisation plan with service staff.
- provide staff with an allergic reactions medical management action plan signed by the registered medical practitioner giving written consent to use the Medications in line with this action plan.
- regularly check the Medication's 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 Allergy 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 procedures outlined in Schedule 1.

Authorisation

This policy was adopted by the Ferguson Park Pre-School on 6th February

Evaluation

The licensee shall:

- discuss with staff their knowledge of issues following staff participation in Allergy management training.
- selectively audit enrolment checklists (e.g. annually) to ensure that documentation is current and complete.
- discuss this policy and its implementation with parents/guardians of children at risk of allergic reactions to gauge their satisfaction with both the policy and its implementation in relation to their child.
- respond to complaints.
- review the adequacy of the response of the service if a child has an allergic reactions and consider the need for additional training and other corrective action.

The staff shall nominate a staff member to:

- liaise with the licensee and parents of children at risk of allergic reactions

Parents/guardians shall:

- 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.

Authorisation

This policy was adopted by the Approved Provider of **Ferguson Park Pre-School** on 19/ June 2017

Review date: 19 /06/2018 (end of term one annually) or if service/regulation change occurs earlier

Schedule 1 Risk minimisation plan

The following procedures should be developed in consultation with the parent or guardian and implemented to help protect the child diagnosed at risk of allergic reactions from accidental exposure to food allergens:

In relation to the child at risk:

This child should only eat food that has been specifically prepared for him/her.

- Where the service is preparing food for the child, ensure that it has been prepared according to the parent's instructions.
 - Some parents will choose to provide all food for their child.
- All food for this child should be checked and approved by the child's parent/guardian and be in accordance with the risk minimisation plan.
- Bottles, other drinks and lunch boxes, including any treats, provided by the parents/guardians for this child should be clearly labelled with the child's name.
- There should be no trading or sharing of food, food utensils and containers with this child.
- In some circumstances it may be appropriate that a highly allergic child does not sit at the same table when others consume food or drink containing or potentially containing the allergen. However, children with allergies should not be separated from all children and should be socially included in all activities.
- Parents/guardians should provide a safe treat box for this child.
- Where this child is very young, provide his/her own high chair to minimise the risk of cross-contamination.
- Increase supervision of this child on special occasions such as excursions, incursions or family days.

In relation to other practices at the centre:

- Ensure tables, high chairs and bench tops are washed down after eating.
- Ensure hand washing for all children before eating.
- Restrict use of food, cooking and science experiments, depending on the allergies of particular children. Staff should discuss the use of foods in such activities with parents/guardians of this child and these foods should be consistent with the risk minimisation plan.
- All children need to be closely supervised at meal and snack times and consume food in specified areas. To minimise risk children should not 'wander around' the centre with food.
- Staff should use non-food rewards, for example stickers, for all children.
- The risk minimisation plan will inform the children's service's food purchases and menu planning.
- Food preparation personnel (staff and volunteers) should be instructed about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.
- Where food is brought from home to the centre, all parents/guardians will be asked not to send food containing specified allergens or ingredients as determined in the risk minimisation plan.

Schedule 2 Enrolment Checklist for Children at Risk of An allergic reaction

- ❑ A risk minimisation plan is completed in consultation with parent/guardian, which includes strategies to address the particular needs of each child at risk of and this plan is implemented
- ❑ Parents/guardians of a child diagnosed at risk of allergic reactions have been provided a copy of the service's Allergy management policy
- ❑ All parents/guardians are made aware of the Allergy management policy
- ❑ An Allergy medical management action plan for the child is signed by the child's Doctor and is visible to all staff
- ❑ Medication (within expiry date) is available for use at any time the child is in the care of the service
- ❑ Medication is stored in a container, in a location easily accessible to adults (not locked away), inaccessible to children and away from direct sources of heat
- ❑ All staff, including relief staff, are aware of each medication's location
- ❑ A treat box is available for special occasions (if relevant) and is clearly marked as belonging to the child at risk of allergic reactions
- ❑ Parent/guardian's current contact details are available
- ❑ Information regarding any other medications or medical conditions (for example asthma) is available to staff
- ❑ If food is prepared at the service, measures are in place to prevent contamination of the food given to the child at risk of allergic reaction.