

## STATEMENT

The Education and Care Services National Regulations requires approved providers to ensure services have policies and procedures in place for medical conditions including anaphylaxis. 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.

## PURPOSE

We aim to minimise the risk of an anaphylactic reaction occurring at our Out of School Hours Care (OSHC) Service by following our Anaphylaxis Management Policy and implementing risk minimisation strategies. We ensure staff members are adequately trained to respond appropriately and competently to an anaphylactic reaction.

## SCOPE

This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students and visitors of the OSHC Service.

## DUTY OF CARE

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

- a safe environment for children free of foreseeable harm, and
- adequate supervision to children

Our focus is keeping children safe and promoting the health, safety and wellbeing of children attending our Service. Educators need to be aware of children at the Service who suffer from allergies that may cause an anaphylactic reaction. Management will ensure all educators are aware of the location of children's Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plans, risk minimisation plan and required medication.

## BACKGROUND

Anaphylaxis is a severe, rapidly progressing allergic reaction that is potentially life threatening.

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 auto-injector (such as an EpiPen® or Anapen®) 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. Children at risk of anaphylaxis will not be enrolled into the OSHC Service until the child's personal ASCIA Action Plan is completed and signed by their medical practitioner. A risk minimisation and communication plan must be developed with parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child.

The [ASCIA Action Plans](#) meet the requirements of regulation 90 as a medical management plan. It is imperative that all educators and volunteers at the Service follow a child's ASCIA Action Plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

The OSHC Service will adhere to privacy and confidentiality procedures when dealing with individual health needs, including having families provide written permission to display the child's ASCIA Action Plan in prominent positions within the Service.

## THE APPROVED PROVIDER/NOMINATED SUPERVISOR 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 an ASCIA Action Plan signed by a registered medical practitioner prior to their child's commencement at the Service
- Parents/guardians of an enrolled child who is diagnosed with anaphylaxis are provided with a copy of the Anaphylaxis Management Policy and Medical Conditions Policy;
- That at least one educator on duty during the Service's opening hours has completed ACECQA approved first aid training;
- That all staff members are aware of:
  - Any child at risk of anaphylaxis enrolled in the service
  - The child's individual ASCIA Action Plan
  - Symptoms and recommended immediate action for anaphylaxis and allergic reactions and,
  - The location of their EpiPen® /Anapen ® device
- That educators are able to respond immediately to any emergency;
- That a copy of this policy is provided and reviewed during each new educator's induction process;
- A copy of this policy is provided to the parent or guardian of each child diagnosed at risk of anaphylaxis at the Service;
- That updated information, resources, and support for managing allergies and anaphylaxis are provided to families as required;

- That the Service remains up to date with changes to individual children's action plans as communicated by the families;
- The Service receives an up-to-date copy of the action plan every 12 to 18 months or if changes have occurred to the child's diagnosis or treatment
- Ensure that at least one general use adrenaline injector is available at the Service in case of an emergency- Regulation 89. First Aid Kits

**MANAGEMENT STRATEGIES WHERE A SCHOOL AGED CHILD IS DIAGNOSED AT RISK OF ANAPHYLAXIS.  
THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:**

- 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 an ASCIA Action Plan is provided by the family and signed by 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 (particular attention should be given to mealtimes as this is a significant risk for children with food allergies)
- Ensure the ASCIA Action 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
- Ensure that a child who has been prescribed an adrenaline auto-injection device is not permitted to attend the OSHC Service without a complete auto-injection device kit (which must contain a copy the child's anaphylaxis medical management plan)
- Ensure that all staff in the Service know the location of the auto-injection device kit
- Collaborate with parents/guardians to develop and implement a communication plan and encourage ongoing communication regarding the status of the child's allergies, this policy, and its implementation
- Display an Australasian Society of Clinical Immunology and Allergy Inc. (ASCIA) generic poster "Action Plan for Anaphylaxis 2020 (RED)" for each child with a diagnosed risk of anaphylaxis in key location/s at the Service;
- Display ASCIA First Aid Plan for Anaphylaxis (ORANGE) in key location/s at the Service;
- Ensure that a child's individual anaphylaxis medical management action plan is signed by a Registered Medical Practitioner. This will outline the allergies and describe the prescribed medication/ treatment for that child and the circumstances in which the medication should be used;
- Ensure that all educators responsible for the preparation of food are aware of child/ren with allergies, including in the prevention of cross contamination during storage, handling, preparation, and serving of food. Educator/s responsible for menu planning will also identify written and hidden sources of food allergens on food labels;
- Ensure that a notice is displayed prominently in the main entrance of the OSHC Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and providing details of the allergen/s (regulation 173)
- Display an emergency contact card at the service
- Ensure risk assessments for excursions consider the risk of anaphylaxis
- Ensure that all staff in the Service know the location of the anaphylaxis medical management plan and that a copy is kept with the auto-injection device kit;
- Ensure that a staff member accompanying children outside the OSHC Service carries a copy of the anaphylaxis medical management action plan with the auto-injection device kit

- Ensure an up-to-date copy of the medical management plan and/or ASCIA action plan is provided every 12 to 18 months or whenever any changes have occurred to the child's diagnosis or treatment.

### **CHILDREN WHO CARRY THEIR OWN ADRENALINE AUTOINJECTOR IN OUTSIDE OF SCHOOL HOURS CARE SERVICES**

In some cases, children over preschool age attending an Out of School Hours Care Service as part of a before/after school or vacation care program might carry their own adrenaline auto-injector. Children at risk of anaphylaxis usually only carry their own adrenaline auto-injector once they travel independently to and from school. This often coincides with high school or the latter years of primary school. To ensure compliance with the National Quality Framework an authorisation for a child over preschool age to self-administer medication is required (Regulation 96).

Where a child carries their own adrenaline auto-injector it we will requests the child's parent to provide a second adrenaline auto-injector to be kept on the Service premises in a secure location, as it should not be relied upon that the auto-injector is always being carried on their person.

If a child does carry an auto-injector device, the exact location should be easily identifiable by OSHC staff. Hazards such as identical school bags in before and after school care should be considered. Where an auto-injector device is carried on their person, a copy of the child's medical management plan should also be carried.

### **EDUCATORS WILL:**

- Read and comply with the Anaphylaxis Management Policy, Medical Conditions Policy and Administration of Medication Policy
- Ensure that a complete auto-injection device kit (which must contain a copy the child's anaphylaxis medical management action plan signed by the child's registered medical practitioner) is provided by the parent/guardian for the child while at the OSHC Service
- Ensure a copy of the child's anaphylaxis medical management plan is visible and known to staff, visitors, and students in the OSHC Service
- 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
- Ensure the child at risk of anaphylaxis is not given food of known allergens;
- Ensure tables and bench tops are washed down effectively after eating
- Follow safety procedures in preparing and handling food;
- Ensure all children wash their hands upon arrival at the Service and before eating;
- Increase supervision of a child at risk of anaphylaxis on special occasions such as excursions; incursions, parties and family days
- ensure that the auto-injection device kit is:
  - stored in a location that is known to all staff, including relief staff
  - NOT locked in a cupboard
  - easily accessible to adults but inaccessible to children
  - stored in a cool dark place at room temperature
  - NOT refrigerated
  - contains a copy of the child's medical management plan
- 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 OSHC Service e.g., on excursions that this child attends or during an emergency evacuation
- 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)

**FAMILIES WILL:**

- Inform staff at the OSHC Service, either on enrolment or on diagnosis, of their child's allergies
- Provide the Service with an anaphylaxis medical management Action Plan giving written consent to use the auto-injection device in line with the action plan and signed by the Registered Medical Practitioner;
- Develop an anaphylaxis risk minimisation plan in collaboration with the Nominated Supervisor and other Service staff
- Develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and lead educators
- provide staff with a complete and in date auto-injection device kit each day their child attends the OSHC Service. The service will keep the auto injection device onsite.
- Maintain a record of the adrenaline auto-injection device expiry date so as to ensure it is replaced prior to expiry;
- Assist staff by offering information and answering any questions regarding their child's allergies
- Actively communicating with the Service all relevant information about their child's allergies and concerns, e.g. Previous triggers;
- Comply with the Service's policy that a child who has been prescribed an adrenaline auto-injection device is not permitted to attend the Service or its programs without that device;
- Notify the Service if their child has had a recent severe allergic reaction while not at the Service – either at home or at another location;
- Comply with the OSHC Service's policy that a child who has been prescribed an adrenaline auto-injection device is not permitted to attend the OSHC Service or its programs without that device
- Read and be familiar with this policy;
- Identify and liaise with the nominated staff member primarily caring for their child
- notify staff of any changes to their child's allergy status and provide a new anaphylaxis medical management plan in accordance with these changes
- Provide an updated action plan every 12-18 months or if changes have been made to the child's diagnosis.

**IN THE EVENT THAT A CHILD SUFFERS FROM AN ANAPHYLACTIC REACTION THE EDUCATORS WILL:**

- Follow the child's medical management plan/action plan- administer an adrenaline injector
- Call an ambulance immediately by dialling 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
- Ensure the child experiencing anaphylaxis is lying down or sitting with legs out flat and is not upright
- Do not allow the child to stand or walk (even if they appear well)
- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian cannot be contacted when practicable
- Notify the regulatory authority within 24 hours

**IN THE EVENT WHERE A CHILD WHO HAS NOT BEEN DIAGNOSED AS AT RISK OF ANAPHYLAXIS, BUT WHO APPEARS TO BE HAVING AN ANAPHYLACTIC REACTION:**

- Call an ambulance immediately by dialling 000
- Commence first aid measures
- Administer an adrenaline autoinjector
- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian cannot be contacted when practicable
- Notify the regulatory authority within 24 hours.

## REPORTING PROCEDURES

Any anaphylactic incident is considered a serious incident (Regulation 12).

- staff members involved in the incident are to complete an *Incident, Injury, Trauma and Illness Record*, which will be countersigned by the Nominated Supervisor of the Service at the time of the incident
- ensure the parent or guardian signs the *Incident, Injury, Trauma and Illness Record*
- if necessary, a copy of the completed form will be sent to the insurance company
- a copy of the *Incident, Injury, Trauma and Illness Record* will be placed in the child's file
- the Nominated Supervisor will inform the OSHC Service management about the incident as soon as possible and within 12 hours
- the Nominated Supervisor or the Approved Provider will inform Regulatory Authority of the incident within 24 hours through the [NOA IT System](#) (as per regulations)
- staff will be debriefed after each anaphylaxis incident and the child's individual anaphylaxis medical Action Plan and risk minimisation plan evaluated, including a discussion of the effectiveness of the procedure used
- staff will discuss the exposure to the allergen and the strategies that need to be implemented and maintained to prevent further exposure.

## EDUCATING CHILDREN ABOUT ALLERGIES AND ANAPHYLAXIS

Allergy awareness is regarded as an essential part of managing allergies in childcare services. Our Service 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'.
- help children understand the seriousness of allergies and the importance of knowing the signs and symptoms of allergic reactions (e.g., itchy, furry, or scratchy throat, itchy or puffy skin, hot, feeling 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 share
- encourage empathy, acceptance and inclusion of the allergic child.

## CONTACT DETAILS FOR RESOURCES AND SUPPORT

[Allergy Aware- A hub for allergy awareness resources](#) A project developing national Best Practice Guidelines and supporting resources for the prevention and management of anaphylaxis in schools and children's education and care services (October 2021)

[Australasian Society of Clinical Immunology and Allergy](#) (ASCIA) provide information on allergies. The ASCIA Action Plans for Anaphylaxis are device-specific and must be completed by a medical practitioner.

<https://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>

Current ASCIA Action Plans are the 2021 versions, however previous versions (2020 and 2018) are still valid for use throughout 2021 and 2022. There are two types of ASCIA Action Plans for Anaphylaxis:

- ASCIA Action Plan 2021 (**RED**) are for adults or children with medically confirmed allergies, who have been prescribed adrenaline autoinjectors (Plans are available for EpiPen® or Anapen®)
- ASCIA Action Plan for Allergic Reactions (**GREEN**) is for adults or children with drug (medication) allergies who have not been prescribed adrenaline autoinjectors.
- ASCIA First Aid Plan for Anaphylaxis (**ORANGE**) 2021 EpiPen have replaced the general versions of ASCIA Action Plans for Anaphylaxis (Orange).

[Allergy & Anaphylaxis Australia](#) is a non-profit support organisation for families with food anaphylactic children. Items such as storybooks, tapes, auto-injection device trainers and other resources are available for sale from the Product Catalogue on this site.



Allergy & Anaphylaxis Australia also 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: [anaphylaxisadvice@rch.org.au](mailto:anaphylaxisadvice@rch.org.au)

[NSW Department of Education](#) provides information related to anaphylaxis, including frequently asked questions related to anaphylaxis training.

[NSW Government- anaphylaxis education- the children's hospital](#)- video on anaphylaxis and allergy.

## CONTINUOUS IMPROVEMENT

The Anaphylaxis Management Policy will be evaluated and reviewed on an annual basis in conjunction with children, families, educators and staff.

## COMPLIANCE

NATIONAL QUALITY STANDARD (NQS)		
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 LAW AND REGULATIONS	
12	Meaning of a serious incident
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

101	Conduct of risk assessment for excursion
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
171	Policies and procedures to be kept available
173(2)(h)	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

## SOURCE

- Australian Children's Education & Care Quality Authority. (2014).
- ACECQA. (2021). Policy and procedure guidelines- *Dealing with Medical Conditions*
- ASCIA Action Plans, Treatment Plans, & Checklists for Anaphylaxis and Allergic Reactions: <https://www.allergy.org.au/hp/ascia-plans-action-and-treatment>
- Australian Children's Education & Care Quality Authority. (2014).
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).
- Guide to the National Quality Standard. (2017).
- National Allergy Strategy. (2021). *Best practice guidelines for anaphylaxis prevention and management in schools and children's education and care (CEC) services (Guidelines)*.
- National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
- New South Wales Department of Education and Communities. (2014). *Anaphylaxis Guidelines for Early Childhood Education and Care Services*.
- Revised National Quality Standard. (2018).

## RECORD OF REVISIONS

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

File Reference	CSP010 - Anaphylaxis Management Policy				
Date Created	August 2023	Created By	Jordan Ross	Responsible	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
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1	TT	Updated content from KCS Medical Conditions Policy	September 2020	External
2	Jordan R	<ul style="list-style-type: none"> <li>• New Format</li> <li>• Policy Maintenance</li> <li>• Additional Content added</li> </ul>	August 2023	External