



**Kinburra Preschool**

# Anaphylaxis Management Policy

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Anaphylaxis is a severe and sometimes sudden allergic reaction which is potentially life threatening. It can occur when a susceptible 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)

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	
12	Meaning of a serious incident
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record



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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
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(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

#### RELATED 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
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#### PURPOSE



## **Kinburra Preschool**

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*. We will implement risk minimisation strategies and ensure all staff members are adequately trained to respond appropriately and competently to an anaphylactic reaction by adhering to a child's medical management plan and/or action plan. We also aim to ensure that the risk of children with known allergies coming into contact with allergens is eliminated or minimised.

### **SCOPE**

This policy applies to children, families, staff, management and visitors of the service.

### **DUTY OF CARE**

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

- a. a safe environment for children free of foreseeable harm and
- b. 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**

Anaphylaxis is a severe, rapidly progressive 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



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- 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<sup>®</sup> or Anapen<sup>®</sup>) 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. The 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 Action Plan in prominent positions within the Service.



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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 the service 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*
- that 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
- that at least one educator who has completed an anaphylaxis management training approved by the Education and Care Services National Regulations is in attendance whenever children are being educated and cared for by the Service
- that staff are provided with anaphylaxis training annually to provide consistent and evidence-based approaches to prevention, recognition and emergency treatment of anaphylaxis including training in the administration of the adrenaline auto-injection device (through VITAL First Aid Training)
- that all staff members, whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months, recording this in the staff records



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- that all staff members are aware of symptoms of an anaphylactic reaction, the child at risk of anaphylaxis, the child's allergies, anaphylaxis action plan and EpiPen® / Anapen® kit
- that educators and staff members are able to respond immediately to any emergency
- that a copy of this policy is provided and reviewed during each new staff member'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 regularly provided for families
- that all management and staff remain up to date with changes to individual children's action plans
- 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.

### *In Services where a child diagnosed at risk of anaphylaxis is enrolled, the Nominated Supervisor will 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



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- 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 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 a medical management plan or (ASCIA) *Action Plan for Anaphylaxis (Red)* for each child with a diagnosed risk of anaphylaxis in key locations at the Service, for example, in the child's room, the staff room, kitchen, and / or near the medication cabinet
- display ASCIA First Aid Plan for Anaphylaxis (Orange) in key locations in the Service
- 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 the Service, and providing details of the allergen/s (regulation 173)
- ensure that all relief staff members in the Service have completed training in anaphylaxis management including the administration of an adrenaline auto-injection device, awareness of the symptoms of an anaphylactic reaction and awareness of any child at risk of anaphylaxis, the child's allergies, the individual anaphylaxis medical management plan and the location of the auto-injection device kit
- display an emergency contact card by the telephone
- ensure that a staff member accompanying children outside the 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



### **Kinburra Preschool**

- provide information to the Kinburra community about resources and support for managing allergies and anaphylaxis.

#### **Educators will:**

- read and comply with the *Anaphylaxis Management Policy*, *Medical Conditions Policy* and *Administration of Medication Policy*
- 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 a child at risk of anaphylaxis wears the red anaphylaxis alert wristband provided
- ensure the child at risk of anaphylaxis will only eat food that has been prepared according to the parents or guardian's 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 if a child at the preschool is anaphylactic to ingested food
- 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



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- 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 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).

**In the event where a child who has not been diagnosed as anaphylactic, 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.

**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 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



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- 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.

#### **Families will:**

- inform management and staff at the children's Service, either on enrolment or on diagnosis, of their child's allergies
- develop a communication plan in collaboration with the Nominated Supervisor/Responsible Person and lead educators
- 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, primarily caring for their child
- notify the service if their child has had a severe allergic reaction while not at the service- either at home or at another location



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- notify staff of any changes to their child's allergy status and provide a new anaphylaxis action 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

### **EDUCATING CHILDREN ABOUT ALLERGIES AND ANAPHYLAXIS**

Allergy awareness is regarded as an essential part of managing allergies in early 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*' and read storybooks to explain this message
- 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)
- encourage empathy, acceptance and inclusion of the allergic child

### **REPORTING PROCEDURES**

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

After each emergency situation the following will need to be carried out:

- staff members involved in the situation are to complete an *Incident, Injury, Trauma and Illness Report*, 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 Report*
- if necessary, a copy of the completed form will be sent to the insurance company
- a copy of the *Incident, Injury, Trauma and Illness Report* will be placed in the child's file



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- the Nominated Supervisor or the Approved Provider will inform Regulatory Authority of the incident within 24 hours through the [NQA IT System](#) (as per regulations)
- staff will be debriefed after each anaphylaxis incident and the child's individual anaphylaxis medical management plan/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.

### **CONTACT DETAILS FOR RESOURCES AND SUPPORT**

[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. 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.

[Food Allergy Smart Education Program- My Food Allergy Friends](#)



### **Kinburra Preschool**

[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 [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.

### **ADDITIONAL INFORMATION**

**NEW SOUTH WALES (NSW)**

<https://education.nsw.gov.au/parents-and-carers/wellbeing/health-and-safety/supporting-children-with-anaphylaxis-at-school>

### **Source**

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 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).

### **REVIEW**



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POLICY REVIEWED	JULY 2021	NEXT REVIEW DATE	JULY 2022
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Rearranged content within policy and deletion of repetitive statements in all sections</li> <li>• Consistent wording to align with related Medical Conditions policies (asthma, epilepsy, diabetes)</li> <li>• Policy review includes ACECQA policy guidelines/components (June 2021)</li> <li>• Links added for suggested education program for children</li> <li>• ASCIA action plans updated for 2021</li> <li>• Communication plan information added</li> <li>• Links to state/territory information checked and edited where required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JULY 2020	<ul style="list-style-type: none"> <li>• Additions to content of policy</li> <li>• Additional regulations added</li> <li>• Additions to emergency first aid requirements</li> <li>• rearranged some points under educators to Nominated Supervisor</li> <li>• Storage of autoinjector updated</li> <li>• Updated 2020 ASCIA Action Plans</li> <li>• All State/Territory contacts checked for currency</li> <li>• Additional links for some states added</li> </ul>	JULY 2021	
JULY 2019	<ul style="list-style-type: none"> <li>• Rearranged the order of points for better flow</li> <li>• Sources checked for currency.</li> <li>• Incorrect/disabled links deleted and replaced with correct ones</li> <li>• Contact information updated (email address)</li> <li>• Regulation 136 added</li> </ul>	JULY 2020	