



Marton Activity Centre

MAC Policy

ANAPHYLAXIS MANAGEMENT

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Anaphylaxis is a severe allergic reaction which is potentially life threatening. It should always be treated as a medical emergency, requiring immediate treatment. Most cases of anaphylaxis occur after a person with a severe allergy is exposed to the allergen to which they are allergic, usually a food, insect sting or medication.

POLICY STATEMENT

Marton Activity Centre aims to minimise the risk of an anaphylactic reaction occurring at our Service by ensuring all staff members are adequately trained to respond appropriately and competently to an anaphylactic reaction. We will also aim to ensure that the risk of children with known allergies coming into contact with allergens is eliminated or reduced.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

THE NOMINATED SUPERVISOR / RESPONSIBLE PERSON WILL ENSURE:

- That as many staff members as possible have completed first aid and anaphylaxis management training approved by the Education and Care Services National Regulations at least every 3 years and is recorded, with each staff member's certificate held on the Service's premises.
- That as many staff members as possible, whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardiopulmonary resuscitation every 12 months, recording this in the staff records.

- Ensure 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 Epi Pen kit.
- That a copy of this policy is provided and reviewed during each new staff member's induction process.
- A copy of this policy will be provided to a parent or guardian of each child diagnosed at risk of anaphylaxis at the service
- Ensure updated information, resources and support is regularly given to families for managing allergies and anaphylaxis.

WHERE A CHILD DIAGNOSED AT RISK OF ANAPHYLAXIS IS ENROLLED, THE NOMINATED SUPERVISOR SHALL ALSO:

- 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 with the family, in consultation with the staff
- 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. These are kept in the kitchen area.
- Ensure that a child's individual anaphylaxis medical management action plan is signed by a Registered Medical Practitioner and a copy is 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 children's service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service
- Ensure that all relief staff members at Marton Activity Centre are made aware of any child attending Marton Activity Centre who is 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 at Marton Activity Centre 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 Marton Activity Centre carries the anaphylaxis medication and a copy of the anaphylaxis medical management action plan with the auto-injection device kit

EDUCATORS WILL:

- Ensure a copy of the child's anaphylaxis medical management action plan is visible and known to staff in the 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, preferably quarterly.
- Ensure the child at risk of anaphylaxis will only eat food that has been prepared according to parent's 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.
- 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 of the child's anaphylaxis medical management action plan) is provided by the parent/guardian for the child while at Marton Activity Centre and is kept up to date.
- 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 Marton Activity Centre 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 Marton Activity Centre 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 dialling 000
 - Commence first aid measures
 - Contact the parent/guardian

- Contact the emergency contact if the parents or guardian can't be contacted

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
- Contact the parent/guardian
- Contact the emergency contact if the parents or guardian can't be contacted

PARENTS / GUARDIANS WILL:

- Inform staff at the children's service, either on enrolment or on diagnosis, of their child's allergies
- Complete a risk minimisation plan to help minimise risk of anaphylaxis with service staff as part of the annual enrolment procedure or when a child is enrolled during the year.
- 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 Coordinator or Assistant Coordinator.
- Bring relevant issues to the attention of both staff and the management committee.

EDUCATING CHILDREN

- Staff will talk to children about food allergies & symptoms of allergic reactions (Eg: itchy, furry, scratchy, hot, funny) to help children understand about food allergies.

CONTACT DETAILS FOR RESOURCES AND SUPPORT

- Australasian Society of Clinical Immunology and Allergy (ASCIA), at 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.

- Anaphylaxis Australia Inc, at [Allergy Facts](#), 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
- Department of Education and Early Childhood Development website at www.education.vic.gov.au/anaphylaxis provides information related to anaphylaxis, including frequently asked questions related to anaphylaxis training.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children's Health & Safety		
2.1.1	Wellbeing & Comfort	Each child's wellbeing & comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest & 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 to ensure children are protected from harm & hazard.
2.2.2	Incident & 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 AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg 90		Medical Conditions Policy
Reg 91		Medical Conditions Policy to be provided to parents.
Reg 92		Medication Record
Reg 93		Administration of Medication
Reg 94		Exception to Authorisation requirement - Anaphylaxis or Asthma Emergency
Reg 95		Procedure for Administration of Medication
Reg 96		Self Administration of Medication

SOURCE

Australian Children's Education & Care Quality Authority (2014)
Guide to the Education & Care services National Law & the Education & Care Services National Regulations.
ECA Code of Ethics
Guide to the National Quality Standard
Staying Healthy in Child Care. 5th Edition
Asthma Australia - www.asthmaaustralia.org.au
Australia Asthma Handbook - www.astmahandbook.org.au/diagnosis/children

SERVICE POLICIES/ DOCUMENTATION

Policies	Documents
Administration of First Aid Policy	Client Handbook
Incident, Illness, Accident, Trauma Policy	Staff Handbook
Medical Conditions Policy	Medical Information
Supervision Policy	Enrolment Form