



▲ ALLERGIES

▲ NQS

Element 2.1. Each child's health and physical activity is supported and promoted

Element 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Element 6.2.2 Effective partnerships support children's access, inclusion and participation in the program

Education and Care Services National Regulations: 77 (1)b; 85-89; 90-96; 101; 161-162; 168(d)

▲ PURPOSE

The purpose of this policy is to:

- Set out the protocols which will be implemented to support children and employees with known allergies; and
- Detail the management processes to support children and employees with allergies to minimise the risk of an adverse reaction to a known allergen.

▲ POLICY

- It is the policy of the centre to ensure processes are consistently reviewed and maintained to support children and employees with allergies.
- All employees will implement procedures to minimise the risk of exposure to foods and other substances, which might trigger an allergic reaction in susceptible children or employees.
- Allergies in children or adults may be triggered through contact by any of the following means:
 - Ingestion
 - Inhalation of a dust or vapour.
 - Skin contact
 - Bite or sting

▲ DEFINITIONS

Action Plan means a list of specific instructions developed in conjunction with a medical practitioner which detail how a person with allergies should manage an allergic reaction.

Allergens are allergy-causing substances found in our everyday lives (e.g. pollen, peanuts, feathers, etc). They are not normally harmful, and they enter the body through breathing, eating, touching or being stung.

Allergic Reaction means the hypersensitive response of the immune system of an allergic individual to a substance / drug. Reactions may include mild skin rash, swelling, itching, and nasal congestion.

Allergies occur when an overactive immune system produces antibodies against substances that are normally harmless.

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death.

Cross contamination means the transfer of micro-organisms from one place, or food, to another.

Epipen® means a single dose of medicine – (injection kit) of epinephrine to counteract an allergic reaction until medical help arrives. It is an adrenaline that tries to counteract the body's reaction.

Ingestion means taking a material into the body by the mouth (swallowing) as food, drink, medicine, or unknowingly through contaminated hands, etc.

Inhalation means the breathing in of an airborne substance that may be in the form of gas, fumes mists, vapours, dusts, or aerosols.

Injection means a method of administering a substance such as a drug into the skin, subcutaneous tissue, muscle, blood vessels, or body cavities, usually by means of a needle or syringe.

Side Effects mean any effect of a drug other than the one for which it is given.

▲ PROCEDURES

1. **Notifying the Centre:** Parents/guardians are required to inform the centre of known allergies of their children at the time of enrolment and continue to update the centre when the plans changed or are updated.

Where the child has a severe allergic reaction to substances, for example, anaphylaxis, the parents/guardians are required to complete the Medical Conditions and Risk Minimisation Form when enrolling their child and discuss individual needs with the Centre Director. These forms are to be reviewed regularly.

Information about children's allergies must be provided in writing.

Where a child requires an EpiPen®, educators must complete an approved EpiPen® training course conducted by a recognised provider.

Employees will add any medical conditions to Employment Hero and Notify their Centre Director and Human Resources that they have a known allergy and require a medical action plan.

- If you have an EpiPen® prescribed, ensure you have an ASCIA Action Plan for Anaphylaxis and Emergency medical kit with your adrenaline/epinephrine auto-injector with you at all times or in the workplace in a location known to the employer, supervisor or person in charge.
 - Train colleagues to recognise severe allergic reactions and administer adrenaline/epinephrine via an auto injector in case you're unable to administer the medication yourself.
2. **Action plan:** Parents/guardians of children with allergies are required to provide the centre with a written Action Plan to document information about the allergy and instructions on how to best manage an allergic reaction. An action plan is also required for children who have Eczema as this is considered an allergy. (see Medications Policy for relevant forms and procedures)

The Action Plan is to be devised in conjunction with the child's medical practitioner.

The completed action plan will be filed with the child's enrolment records. Additional copies will be displayed in educators' areas throughout the centre. It is preferable to include a recent photo of the child to assist new educators to easily identify the person.

3. **Informing educators:** The Centre Director will ensure centre employees, students and volunteers are fully informed of children or co-workers with known allergies.

Where a child with significant allergies is commencing care at the centre, the Centre Director or person in-charge will encourage the parents/guardians to attend a staff meeting to share information specific to their child's needs.

A comprehensive list of all children with known allergies attending the centre will be compiled by the Centre Director or person in-charge and be made available to all employees.

4. **Nut Aware campus:** Among children, nuts are identified as being one of the most common triggers of allergic reactions.
5. FROEBEL centres are **Nut Aware**. This means we are mindful of the food sourced and do not purchase foods or provide foods that specifically contain nut-based ingredients.



6. All children, employees, students' volunteers, and visitors must **not** bring foods or consume foods in the service which contain nuts or nut material such as:
- peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
 - any other type of tree or ground nuts, peanut oil or other nut-based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
 - any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared foods with nut-based ingredients.
 - cosmetics, massage oils, body lotions, shampoos and creams such as Arachis oil that contain nut material.

7. **Avoiding contamination:** Educators will actively monitor foods provided at the centre, to ensure children with known allergies do not have access to allergens.

Educators, chefs, and cooks will check the Allergy List before any food or substance is provided to the child. The centre will make all reasonable efforts to accommodate the needs of the child.

Chefs, cooks, and Educators will employ safe food handling practices to prevent cross-contamination between foods, food surfaces and utensils.

Educators will ensure children wash their hands thoroughly before and after meal experiences.

8. **Managing an allergic reaction:** If a child or employee develops an allergic reaction while at the centre, educators/ employees will follow the instructions provided in the child's/ employees Action Plan.

Educators will immediately contact the parents/guardians of the child.

Responsible person will notify the employees emergency contact.

A record of the incident and following action will be documented on the Incident Report form.

The Centre Director or person in-charge is required to notify head office and, if applicable, State authorities as set out in the Accidents and Incidents Policy.

7. **Storage of Epipen® before use:** Always handle an Epipen® Auto Injector carefully so as to not activate or make it fire. Educators are to:
- a. Keep the Epipen® within easy access of the child to whom it is intended;
 - b. Ensure the Epipen® is stored in a cool dry place at or below 25°.
 - c. Do not place the Epipen® in the fridge or leave in a motor vehicle as extreme



temperatures may cause the auto-injector to malfunction; and
d. Store the Epipen® where a child cannot accidentally reach it (such as in a locked medical box).

8. Disposal of an Epipen® after use: After the Epipen® Auto-Injector has fired the needle is exposed and could cause injury. After use, continue to handle the Epipen® Auto-Injector safely and with care. Do this even if you think the Epipen® Auto-Injector has not triggered, fired or worked properly.

9. Following an Epipen® injection: As per the child's/ employees Emergency Action Plan, ensure the child's Parent/Guardian/ emergency contact is contacted and the child/ employee is taken to seek medical aid or treatment. The used Epipen® should accompany the child / employee to the medical aid where it may be safely disposed of.

SIGNS OF AN ALLERGIC REACTION:

Systems	Symptoms
Mouth	Itching and swelling of the lips, tongue or mouth.
Throat	Itching and / or a sense of tightness in the throat, hoarseness and hacking cough.
Skin	Hives, itchy rash, and / or swelling about the face or extremities.
Gut	Nausea, abdominal cramps, vomiting, and / or diarrhoea.
Lung	Shortness of breath, repetitive coughing, and / or wheezing.
Heart	"Thready" pulse, "passing out".

The following table lists common allergens responsible for allergic reactions:

Common allergens	Typical Reactions
Environmental Dust, mould, pollen, grass and trees.	Itchy eyes and nose, nasal discharge, blocked nasal passages, sinus headache, sneezing, wheezing, coughing and shortness of breath.
Animals and Birds	Itchy eyes and nose, nasal discharge, etc.

Fur and feathers.	Puffy, itchy, watering eyes. Sneezing and skin irritation. Cough, itchy mouth, nose or throat.
Insects Stings from bees and wasps.	Wheezing, hives, swelling of upper airway with difficulty breathing, swelling of face and anaphylactic shock in extreme cases.
Foods Eggs, peanuts, nuts, shellfish, milk and wheat (the latter two are common in infants).	Vomiting, diarrhoea and bloody stools, plus symptoms as for insect venom (such as hives, pallor, weakness, difficulties breathing and collapse).



Medications and Chemicals Medical (e.g. antibiotics) and non-medical (e.g. fabric softener)	Any of the above reactions.
---	-----------------------------

▲ SOURCES AND FURTHER READING

- Education and Care Services National Regulations
- National Quality Standard
- [Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#) provides 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.](#) 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.
- [Royal Children's Hospital, Department of Allergy](#), provides information about allergies and the services provided by the hospital. Contact may be made with the Department of Allergy to evaluate a child's allergies and if necessary, provide an adrenaline auto-injection device prescription, as well as to purchase auto-injection device trainers.
- [Over 18 and Adults:](#)
- [Emergency Management Australia, Preparing for the Unexpected:](#)
- [National Health and Medical Research Council: "Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)", June 2013](#)
- [Allergy Aware Best practice guidelines](#)

▲ ASSOCIATED POLICIES

- Medical Conditions Policy
- Medical Conditions Risk Minimisation and Communication Plan
- Medication Policy
- Anaphylaxis Policy
- Accidents and Incidents
- Asthma Policy
- Food Preparation and Storage
- Food Safety and Hygiene
- Food and Nutrition
- Medication



- Toileting and Hand Washing Policy

▲ **POLICY REVIEW**

- The Centre (together with educators/carers) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the service to review the policy and procedures.

- **Last review:** 27.07.2023
- **Next review:** 27.07.2024