



## 2 Anaphylaxis Response – Policy

### Policy

Anaphylaxis is a severe, life threatening allergic reaction. The most common causes in individuals are eggs, peanuts, tree nuts, seeds, cow's milk, bee and other insect stings and some medications.

SpringDale Neighbourhood Centre recognises the need to adopt a range of instructions and risk minimisation strategies to reduce the risk of an individual having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the centre.

SpringDale Neighbourhood Centre has a number of instructions in place to minimise the risk of an anaphylactic reaction occurring while an individual may be using the center's services. The centre also wishes to ensure that permanent, relief staff and volunteers' has adequate knowledge of anaphylaxis, the management plan of individuals who are at risk and the emergency procedures of the centre.

This policy applies when the centre is made aware of an individual or child who is diagnosed as being at risk of anaphylaxis by a qualified medical practitioner and the at risk individual/child is enrolled/attending the centre. (at risk individual/child)

### Procedure

SpringDale Neighbourhood Centre will:

- Conduct an assessment of the potential accident exposures to allergens while individuals at risk of anaphylaxis are in the care of the centre and develop a risk minimisation plan for the centre in consultation with staff, volunteers, individuals and families of children using the services of the centre.
- Make individuals and parents/guardians aware of this policy, and provide access to it on request.
- Encourage ongoing communication between individuals, parents/guardians and staff regarding the current status of the individual's allergies, this policy and its implementation.
- Display an ASCIA generic poster called Action plan for Anaphylaxis in the office and Occasional Care and Vacation Care areas.
- Ensure staff is aware that in case of an anaphylaxis shock in the Occasional Care or Vacation Care areas, a staff member from the office is to assist immediately in the area. A notice of this requirement will be placed in the office for staff.
- When SpringDale has been made aware that an at risk individual will be on the centre premises we will have at least one staff member trained in anaphylaxis management at the centre. We will make staff aware that they are responsible for the administration of the EpiPen in an emergency. If this is not possible individuals or parents/guardian of a child at risk will be informed of this situation before an at risk individual is left at the centre/service.
- We will make all Staff/relieving staff and relevant volunteers aware of symptoms of an anaphylactic reaction, the individual at risk, the individuals' allergies, anaphylaxis action plan and EpiPen kit.
- We will provide parents/guardians of a child at risk receive a copy of SpringDale's Anaphylaxis policy and it be recorded when they receive the policy on the individual's enrolment form.

Staff responsible for at risk individuals will:

- Undergo training in the administration of the EpiPen.
- Raise awareness of anaphylaxis to individuals/families using the service.

- Insist that no individual who has been prescribed an EpiPen is permitted to attend the centre without that EpiPen.
- Request that a copy of the individual's management plan including emergency contact numbers must be visible to all staff.
- Ensure the centre's emergency procedure is in place and all staff understands it.
- Practice the procedures if using an EpiPen on a regular basis.
- Check the expiry date needs to be checked on a monthly basis.
- Undergo anaphylaxis management training annually.
- Ensure that children are seated at all times while eating.
- Include the at risk child in the group to ensure that specific procedures are taken at snack time.
- not allow trading or sharing of food, food containers or utensils is allowed
- Thoroughly wash tables before and after eating.
- Be aware of the type of boxes/containers used in craft experiences and of the type of allergy the at risk individual has.
- Ensure that the EpiPen kit is stored in a location that is known to all staff/relief staff, easily accessible to adults (not locked away); inaccessible to children; and away from direct heat.
- Ensure that the EpiPen kit for each individual at risk is carried by a trained adult on excursions/programs.

At risk individuals or Parents/Guardians of an at risk child using the centre are to:

- If an individual has an allergy, this must be noted in the section provided on the enrolment form before the individual attends a service/program.
- Provide a medical management plan, signed by a doctor.
- Provide an anaphylactic action plan, with contact numbers, also signed by the individual's doctor and a complete EpiPen kit when the at risk individual is present at the centre.
- Sign a consent form providing permission for staff to use the EpiPen.
- Notify staff of any changes to allergy status and provide a new action plan in accordance with these changes.
- Clearly name all bottles, drinks, containers belonging to the individual.
- Provide a 'safe' treat box for the at risk child by parent/ guardian.
- Individuals and Parents/guardians of an at risk child are to read and be familiar with this policy, in order for the centre to gauge its effectiveness in relation to their child, and to provide feedback to staff.

## **HOW INDIVIDUALS AND FAMILIES USING THE CENTRE CAN HELP TO MINIMISE ANAPHYLAXIS.**

Please do not send food items which contain the major sources of allergens to the centre eg. peanut butter, nut and seed products, whole egg as well as packages which may contain traces of the allergen such as egg cartons and cereal boxes.

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