**Purpose:**

Gembrook Primary School OSHC programs are committed to provide a safe environment for children with potentially life threatening allergies.

**Rationale:**

The aim of this policy is to:
- Minimise the risk of an anaphylactic reaction occurring while the child is in the care of the Out School Hours Program.
- Ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment.
- Raise community awareness of anaphylaxis and its management through education and policy implementation.

**Scope:**

The Children's Services Act 1996 and the Children's Services Regulations of 2009 requires Gembrook Primary School OSHC to implement an anaphylaxis policy that includes a management policy, practices, procedure, education and training to ensure the safety of children.

**Protocol/Procedure:**

**Gembrook Primay School OSHC shall:**

- Ensure that an Anaphylaxis Management policy and risk management plan is in place.
- Provide a copy of the policy to families / guardians for each child diagnosed at risk of anaphylaxis at the service.
- Make families/guardians aware on enrolment that access to the service will be denied if a current action plan is not provided, a child's medication is not brought to the service or if their medication is out of date.
- Ensure staff undertake training in the administration of the adrenaline auto-injection device and cardio-pulmonary resuscitation.
- Allocate time during staff meetings to discuss, practice and review the management strategies for children at risk of anaphylaxis.
• Refuse care if families/guardians do not provide the required documentation and medication.

Families shall:

• Provide, on enrolment, a current Anaphylaxis Action Plan that has been signed by the child's medical practitioner and has attached an up to date photograph of the child prior to attending service.

• Assist in developing an anaphylaxis risk minimisation plan with the service.

• Ensure that no child who has been prescribed an adrenaline auto-injection device attends the service without medication.

• Ensure that no child attends the service with medication that is past the recommended use by date.

• Assist staff by offering information and answering questions regarding child's allergies.

• Communicate to staff all information and concerns relating to child's health.

Gembrook Primary School OSHC staff shall:

• Minimise the possibility of the child's exposure to known allergens.

• Ensure a copy of the child's anaphylaxis medical management plan is visible and known to all staff in the service.

• Follow child's anaphylaxis medical plan in event of an allergic reaction.

• In a situation where a child who had not been diagnosed as allergic, but appears to be having an anaphylactic reaction follow first aid procedures.

• Regularly check the adrenaline auto-injection device expiry date.

• Educate families/guardians and children regarding allergies to ensure that certain foods or items are kept away from the child while at the service.

• Ensure new staff and casual staff are aware of children with allergies, their management plans and the location of their EpiPen®.

• Not use products known to affect specified children enrolled in the service in any planned experience.

• Educate families/guardians and children about the risk of anaphylaxis within the service and about how to minimise exposure e.g. children's lunch boxes.

• Not permit or allow sharing of food unless it is with a sibling. Particular care is taken with siblings where one is known to have a food allergy. Staff shall monitor any sharing within these families.
**Enrolment Check list**

- A risk management plan is developed in consultation with families/guardian which includes strategies to address the needs of the child.

- Families/guardians of a child provide a copy of the Anaphylaxis management plan.

- Families/ guardian are made aware of the Anaphylaxis Policy.

- Anaphylaxis management plan is signed by the child's Registered Medical Partitioner.

- Anaphylaxis management plan is visible to all staff.

- Anaphylaxis management plan is included with the auto-injection device kit.

- Adrenaline auto-injection device is available for use and within expiry date.

- Adrenaline auto-injection unit is stored in an insulated container and is easily accessible to all staff.

- Service emergency action plan is in place and staff understand the plan.

- Staff undertake accredited anaphylaxis management training.

- Family / guardian current contact details are available.

- When food is prepared at the service; strategies are in place to prevent contamination of food given to the child at risk of anaphylaxis.

**Related Policy**

**References/Legislation**

Children's Services Act 1996

- Children's Services Regulations 2009

- Health Act 1958

- Health Records Act 2001

- Occupational Health and Safety Act 2004

Australasian Society of Clinical Immunology and Allergy: www.allergy.org.au

- Anaphylaxis Australia: www.allergyfacts.org.au

- Royal Children's Hospital, Department of Allergy: www.rch.org.au

- Royal Children's Hospital Anaphylaxis Advisory Support Line: 1300 725 911
Policy History:

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