

BERMAGUI PRESCHOOL



4.21 Reducing the Risk of Allergies and Anaphylaxis Policy

This policy is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions, actions and practices.

This policy has been developed by Bermagui Preschool in consultation with the Nominated Supervisor, educators and staff and approved by the Approved Provider.

Date Approved: July 2026

Review Date: July 2029

Aim

Bermagui Preschool recognises that children may experience allergic reactions or anaphylaxis in response to food, medication, insect stings, plants, latex and other substances. The aim of this policy is to reduce the risk of exposure to known allergens and support the effective management of children who have allergies or are at risk of anaphylaxis. The Preschool recognises that allergic reactions and anaphylaxis are individual to each person and that the specific triggers, symptoms and severity of reactions vary.

The service will work collaboratively with families and relevant medical professionals to identify known allergens, develop appropriate risk minimisation strategies and ensure relevant educators and staff understand the procedures required to support the safety and wellbeing of children.

The medical management and emergency response for a child experiencing an allergic reaction or anaphylaxis is addressed in 4.22 Management of Allergies and Anaphylaxis Policy. The service's specific requirements regarding nuts, nut products and other allergens are addressed in 4.23 Nuts, Nut Products and Other Allergens Policy.

Strategies

Identifying Allergies and the Risk of Anaphylaxis

Families are required to provide accurate and current information about their child's:

- diagnosed allergies
- risk of anaphylaxis
- known triggers
- medical conditions
- prescribed medication
- current medical management requirements.

Where applicable, families will provide current medical documentation, including:

- a medical management plan
- an ASCIA Action Plan for Anaphylaxis
- prescribed emergency medication
- other relevant medical information required to safely manage the child's condition.

Information provided by families will be reviewed and updated when the child's medical condition or management requirements change. The service will maintain appropriate records and ensure that relevant information is available to educators and staff who require it to safely care for the child.

Risk Minimisation

Bermagui Preschool will work with families to identify and implement reasonable strategies to reduce a child's exposure to known allergens.

Risk minimisation strategies may include:

- identifying the child's known allergens and potential sources of exposure
- considering the child's needs when planning food-related activities
- preventing the sharing or trading of food where this may create a risk of allergen exposure
- considering the risk of cross-contamination during food preparation and eating
- considering allergen exposure during cooking, craft, sensory play and other activities
- considering the use of personal care products, creams, lotions and other substances
- considering exposure to plants, insects, animals and other environmental substances
- ensuring prescribed emergency medication is readily accessible in accordance with the child's medical management requirements
- ensuring educators and staff are aware of the child's identified allergens and required risk minimisation strategies.

Risk minimisation strategies will be individualised where appropriate and reviewed when the child's needs or circumstances change.

Food and Food-Related Activities

Educators will consider the risk of allergen exposure when children are involved in:

- eating and drinking
- cooking and food preparation
- food-based craft activities
- sensory play
- gardening and outdoor activities
- other activities involving food or substances that may cause an allergic reaction.

Children will be discouraged from sharing or trading food where this may create a risk of allergen exposure.

Where food is prepared or served at the Preschool, reasonable precautions will be taken to reduce the risk of cross-contamination, including:

- appropriate cleaning of food preparation surfaces
- use of clean utensils and equipment
- appropriate hand hygiene
- consideration of known allergens
- following relevant individual risk minimisation strategies.

Bermagui Preschool's requirements regarding nuts, nut products and other allergens are set out in 4.23 Nuts, Nut Products and Other Allergens Policy.

Activities, Materials and Environmental Exposure

Educators will consider known allergies when planning and conducting activities.

Where a child has a known allergy to a substance used in an activity, educators will:

- consider whether the activity presents a risk of exposure
- implement appropriate risk controls
- modify the activity or use an alternative material where required
- follow the child's individual risk minimisation strategies.

Potential sources of allergen exposure may include:

- food and food products
- medications
- insect stings
- plants
- animals
- latex or rubber products
- personal care products
- cleaning products
- craft materials
- sensory play materials
- other substances identified in the child's medical management documentation.

Communication and Information Sharing

Information about a child's allergy or risk of anaphylaxis will be communicated to educators and staff who require the information to safely care for the child.

Communication will include relevant information about:

- the child's known allergen or allergens
- potential sources of exposure
- required risk minimisation strategies
- the child's medical management requirements
- the location of emergency medication and medical documentation.

Information will be communicated in a manner that supports the child's safety while respecting the child's privacy and dignity.

Where allergy information is displayed or made available for safety purposes, the service will limit the information to what is necessary to support safe practice.

Information about a child's medical condition will be managed in accordance with 4.22 Management of Allergies and Anaphylaxis Policy, the Medical Condition Communication Plan and applicable privacy requirements.

Families

Families are expected to:

- provide accurate and current information about their child's allergies and risk of anaphylaxis
- provide current medical management documentation where required
- provide prescribed medication and ensure it is within its expiry date
- notify the Preschool of changes to their child's allergies, medical condition or treatment
- participate in the development and review of risk minimisation and communication strategies
- inform the Preschool of any relevant changes to their child's health or medical management requirements.

Families are encouraged to discuss any concerns regarding their child's allergy management with the Nominated Supervisor.

Educators and Staff

Educators and staff will:

- understand the risk minimisation strategies relevant to children in their care
- follow individual medical management and risk minimisation requirements
- consider known allergies when planning activities
- take reasonable steps to prevent exposure to known allergens
- maintain appropriate hygiene and cleaning practices
- ensure emergency medication and medical documentation are accessible in accordance with established procedures
- ensure relief educators and other relevant persons receive necessary safety information
- report concerns regarding allergen exposure or risk management to the Nominated Supervisor
- follow 4.22 Management of Allergies and Anaphylaxis Policy if a child experiences a suspected allergic reaction or anaphylaxis.

Students, Volunteers and Visitors

Students, volunteers and visitors will be provided with relevant information and instructions appropriate to their role and involvement with children.

They must:

- follow reasonable instructions provided by educators
- comply with relevant risk minimisation procedures
- report concerns or incidents involving potential allergen exposure to an educator or the Nominated Supervisor
- not provide food, medication or other substances to a child unless authorised and appropriately directed.

Management of Allergic Reactions and Anaphylaxis

The management of a suspected allergic reaction or anaphylaxis is addressed in 4.22 Management of Allergies and Anaphylaxis Policy.

Where a child experiences a suspected allergic reaction or anaphylaxis, educators and staff will follow:

- the child's current medical management plan
- the child's ASCIA Action Plan for Anaphylaxis where applicable
- 4.22 Management of Allergies and Anaphylaxis Policy
- relevant first aid and emergency procedures
- directions provided by emergency services.

Cleaning and Hygiene

The Preschool will maintain appropriate cleaning and hygiene practices to reduce the risk of allergen exposure and cross-contamination.

This may include:

- cleaning food preparation and eating areas
- cleaning equipment and utensils
- encouraging appropriate hand hygiene
- cleaning surfaces following food-related activities
- appropriately managing food waste
- taking additional precautions where a known allergen has been identified.

Review Following an Allergic Reaction or Anaphylaxis

Following an allergic reaction, suspected anaphylaxis or significant allergen exposure, the service will review the circumstances of the event and consider whether changes are required to:

- the child's risk minimisation strategies
- the Medical Condition Communication Plan
- the child's medical management documentation
- staff awareness and training
- environmental controls
- relevant policies and procedures.

Families will be consulted as appropriate.

Monitoring and Evaluation

The effectiveness of this policy will be evaluated through:

- review of allergic reactions, suspected anaphylaxis and allergen exposure incidents
- review of individual risk minimisation strategies
- consultation with families and educators
- review of food, cooking, craft, sensory and other activities
- review of communication and information-sharing arrangements
- review of staff training and awareness
- review of any identified gaps or concerns.

Where an evaluation identifies that changes are required, relevant procedures, risk assessments, communication plans or policies will be reviewed and updated.

Resources

- Australian Society of Clinical Immunology and Allergy (ASCIA) resources and Action Plans
- Australian Children's Education and Care Quality Authority (ACECQA) guidance and resources
- NSW Department of Education guidance relating to medical conditions and anaphylaxis
- NSW Health information and resources relating to allergies and anaphylaxis.

References

Children (Education and Care Services) National Law (NSW)

Education and Care Services National Regulations

- Regulation 90 – Medical conditions policy
- Regulation 91 – Medical conditions policy to be provided to parents
- Regulation 92 – Medication record
- Regulation 93 – Administration of medication
- Regulation 94 – Exception to authorisation requirement—anaphylaxis or asthma emergency
- Regulation 95 – Procedure for administration of medication
- Regulation 136 – First aid qualifications, anaphylaxis management training and emergency asthma management training

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.1 – Health
 - Element 2.1.2 – Health practices and procedures
- Standard 2.2 – Safety
 - Element 2.2.2 – Incident and emergency management

Related Documentation

Related Policies

- 4.22 Management of Allergies and Anaphylaxis Policy
- 4.23 Nuts, Nut Products and Other Allergens Policy
- 4.32 First Aid Policy
- 4.12 Incident, Injury and Trauma Policy
- 2.06 Confidentiality Policy
- 4.41 Paramountcy in Child Safe Practice Policy

Related Documents

- Medical Condition Communication Plan
- Risk Minimisation and Communication Plan
- Medical Management Plan
- ASCIA Action Plan for Anaphylaxis
- Medication Record
- Medication Administration Record
- Daily Safety Checklists
- Incident, Injury, Trauma and Illness Records
- Family Information and Enrolment Documentation

Version History

V1.0 – First Published: Pre-October 2021

V2.0 – July 2026: Comprehensive review and update completed. The policy was revised to clarify the distinction between reducing the risk of allergies and anaphylaxis and the medical management of allergies and anaphylaxis, strengthen allergen risk minimisation and communication processes, clarify responsibilities for families, educators, staff, students, volunteers and visitors, update provisions relating to medical management documentation and risk minimisation, strengthen review processes following allergic reactions or suspected anaphylaxis, clarify the relationship with 4.22 Management of Allergies and Anaphylaxis and 4.23 Nuts, Nut Products and Other Allergens, and align the policy with the current Bermagui Preschool Policy Manual.