

BERMAGUI PRESCHOOL



4.22 Management 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 allergies and anaphylaxis can be life-threatening medical conditions requiring careful planning, effective communication, appropriate risk minimisation and prompt emergency treatment.

The Preschool is committed to:

- supporting the health, safety, wellbeing and inclusion of children diagnosed with an allergy or at risk of anaphylaxis
- working collaboratively with families and relevant medical professionals to develop and implement appropriate medical management, risk minimisation and communication arrangements
- ensuring educators and staff understand their responsibilities in relation to allergies and anaphylaxis
- ensuring prescribed medication and medical management documentation are accessible when required
- ensuring appropriate emergency procedures are followed in response to a suspected allergic reaction or anaphylaxis.

This policy should be read in conjunction with:

- 4.21 Reducing the Risk of Allergies and Anaphylaxis, which addresses general risk minimisation and reducing exposure to known allergens
- 4.23 Nuts, Nut Products and Other Allergens, which establishes Bermagui Preschool's specific requirements regarding nuts, nut products and other allergens.

Understanding Allergies and Anaphylaxis

An allergy is an immune system response to a substance that the body identifies as an allergen. An allergic reaction may range from mild to severe. Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur rapidly and requires immediate treatment.

Common triggers may include:

- food
- medications
- insect stings
- plants
- latex or rubber products
- other substances identified by a medical practitioner.

Symptoms of an allergic reaction or anaphylaxis vary between individuals. Possible signs may include:

- hives or swelling
- tingling or itching, particularly around the mouth
- facial swelling
- abdominal pain, vomiting or diarrhoea
- coughing or wheezing
- difficulty breathing or swallowing
- sudden pallor or floppiness
- dizziness or collapse
- loss of consciousness.

The absence of a previously diagnosed allergy does not mean that a child cannot experience an allergic reaction or anaphylaxis.

Medical Management Plans

Where a child has a specific health care need, allergy or other relevant medical condition, families must provide the Preschool with a current medical management plan prepared by a registered medical practitioner or other appropriately qualified health professional, where required.

A medical management plan must:

- identify the child's medical condition or allergy
- provide clear instructions for managing the condition
- identify relevant medication and emergency treatment
- be current and reviewed when the child's medical condition or treatment changes.

Where a child is at risk of anaphylaxis, the child's medical management documentation must include appropriate instructions for the recognition and management of anaphylaxis. An ASCIA Action Plan for Anaphylaxis may be used where appropriate. The medical management plan will be followed in the event of an incident relating to the child's allergy or medical condition. Families are responsible for providing current medical information and notifying the Preschool of any changes to their child's condition, treatment or medical management requirements.

Risk Minimisation and Communication Plans

For each child with a relevant allergy or medical condition, the service will work with the child's family to develop and implement appropriate risk minimisation and communication arrangements.

Risk minimisation strategies will consider:

- the child's identified allergen or allergens
- the ways in which the child may be exposed to the allergen
- the child's activities and routines
- food preparation, service and consumption where relevant
- cross-contamination risks
- cooking, craft, sensory and other activities
- environmental exposure
- the child's individual needs and level of independence
- the location and accessibility of medication
- the responsibilities of educators, staff and other relevant persons.

The risk minimisation plan will be reviewed:

- when the child first enrolls or is diagnosed with the relevant condition
- when the child's medical management plan changes
- when the child's circumstances or needs change
- following a significant allergen exposure, allergic reaction or anaphylaxis event
- as part of the service's regular review processes.

A communication plan will ensure that relevant educators, staff and volunteers are informed about:

- the service's medical conditions procedures
- the child's medical management plan
- the child's risk minimisation plan
- the location of the child's medication
- changes to the child's medical management or risk minimisation requirements.

Families will be provided with clear information about how they can communicate changes to their child's medical management plan or risk minimisation plan.

Responsibilities of the Approved Provider

The Approved Provider will:

- ensure that the Preschool has a current policy for managing allergies and anaphylaxis
- ensure that the policy complies with relevant legislative and regulatory requirements
- ensure that the policy is provided to the family of a child where the service is aware that the child has a specific health care need, allergy or other relevant medical condition
- ensure that appropriate resources, training and procedures are available to support the management of allergies and anaphylaxis
- ensure that the service maintains appropriate records relating to medical management and medication
- support the Nominated Supervisor and educators to implement this policy.

Responsibilities of the Nominated Supervisor / Responsible Person

The Nominated Supervisor or Responsible Person will:

- ensure current medical management plans are obtained and maintained for children with relevant allergies or medical conditions
- ensure risk minimisation and communication arrangements are developed and implemented where required
- ensure relevant educators, staff and volunteers are informed of the procedures necessary to safely manage a child's allergy or risk of anaphylaxis
- ensure prescribed medication is available, appropriately stored and accessible when required
- ensure educators and staff know the location of relevant medical management plans and medication
- ensure medication is checked regularly for expiry and appropriate storage
- ensure relevant educators and staff undertake approved anaphylaxis management training as required
- ensure staff understand the service's emergency procedures for responding to an allergic reaction or suspected anaphylaxis
- ensure the service's medication records are maintained as required
- ensure families are informed of relevant requirements and are consulted in the development and review of risk minimisation and communication arrangements
- review the effectiveness of the service's response following an allergic reaction, suspected anaphylaxis or significant allergen exposure
- ensure appropriate corrective action, further training or changes to procedures are implemented where required.

Responsibilities of Educators and Staff

Educators and staff will:

- understand and follow this policy
- be familiar with the medical management plans and risk minimisation strategies relevant to children in their care
- know the location of relevant medical management plans and medication
- ensure medication is accessible and available when required
- follow the child's medical management plan in the event of an allergic reaction or anaphylaxis
- maintain active supervision of children
- implement agreed risk minimisation strategies
- consider allergen exposure when planning activities
- maintain appropriate hygiene and cleaning practices
- prevent food sharing where this may create a risk of allergen exposure
- report changes in a child's condition or relevant concerns to the Nominated Supervisor and family as appropriate
- participate in required training and emergency practice
- complete all required records following the administration of medication or an emergency response.

Students, Volunteers and Visitors

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

They must:

- follow instructions provided by educators
- comply with relevant risk minimisation procedures
- not provide food, medication or other substances to a child unless authorised and appropriately directed
- report concerns regarding a child's health or safety to an educator.

Where a student, volunteer or visitor is responsible for or working directly with a child with a known allergy or risk of anaphylaxis, they will be provided with the information necessary to support the child's safety.

Responsibilities of Families

Families will:

- provide accurate and current information about their child's allergy or risk of anaphylaxis
- provide a current medical management plan where required
- provide prescribed medication in accordance with the child's medical management requirements
- ensure medication is within its expiry date
- notify the Preschool of any changes to the child's allergy, medical condition, medication or treatment
- participate in the development and review of the child's risk minimisation and communication arrangements
- provide relevant information requested by educators to support the safe management of their child's condition
- inform the Preschool if the child's medical management plan has changed.

A child who has been prescribed emergency medication for an allergy or risk of anaphylaxis must not attend the Preschool without the required medication, where the child's medical management requirements specify that the medication must be available.

Medication and Storage

Medication for allergies and anaphylaxis will be stored in accordance with the child's medical management requirements and the service's medication procedures.

Medication must:

- be readily accessible to adults when required
- be inaccessible to children unless the child's medical management plan and service procedures provide otherwise
- be stored in accordance with the manufacturer's instructions
- be within its expiry date
- be clearly identifiable as belonging to the child where prescribed for an individual child.

Relevant educators and staff must know the location of the child's medication. Where a child is taken outside the Preschool premises, prescribed emergency medication and relevant medical management documentation will accompany the child in accordance with the child's medical management requirements and applicable service procedures.

Food, Activities and Environmental Risk

The service will implement risk minimisation strategies to reduce the likelihood of exposure to known allergens.

Educators will consider the risk of allergen exposure during:

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

Children will not be excluded from activities or social experiences solely because they have an allergy or are at risk of anaphylaxis. Reasonable adjustments and risk minimisation strategies will be implemented to support inclusion and participation.

The specific requirements relating to nuts, nut products and other allergens are set out in 4.23 Nuts, Nut Products and Other Allergens Policy.

Emergency Response to Anaphylaxis

Anaphylaxis is a medical emergency.

If a child is suspected of experiencing anaphylaxis, educators and staff will:

- Follow the child's current medical management plan and ASCIA Action Plan where applicable.
- Administer prescribed adrenaline immediately where required by the medical management plan.
- Call 000 for an ambulance.
- Follow the instructions of emergency services.
- Contact the child's parent or authorised emergency contact as soon as practicable.
- Continue to monitor and provide appropriate first aid until emergency services arrive.
- Ensure the child is not left alone.
- Complete required medication, incident and other records following the emergency.

Where a child does not have a diagnosed allergy but is experiencing a suspected anaphylactic reaction, educators and staff will treat the situation as a medical emergency, call 000 and follow emergency services instructions. Medication may be administered without prior authorisation in an anaphylaxis emergency in accordance with applicable legislation. Following the administration of medication in an anaphylaxis emergency, the parent and emergency services will be notified as soon as practicable.

Training and Practice

The service will ensure that relevant educators and staff undertake approved anaphylaxis management training in accordance with legislative requirements.

Training will include, as appropriate:

- recognition of allergic reactions and anaphylaxis
- risk minimisation strategies
- emergency treatment
- administration of adrenaline using an appropriate trainer device
- relevant emergency procedures.

Educators and staff will be provided with information regarding the location and use of emergency medication and relevant medical management plans. The service may conduct practical scenario-based exercises and refresher practice to support staff confidence and competence in responding to anaphylaxis. Training and practice will be documented in accordance with the service's record-keeping procedures.

Communication and Privacy

Information about a child's allergy, medical condition or risk of anaphylaxis will be shared with educators, staff, volunteers and other persons only where necessary to support the child's safety and wellbeing.

Information will be managed in accordance with:

- the child's medical management requirements
- the Medical Condition Communication Plan
- the Risk Minimisation and Communication Plan
- the 2.06 Confidentiality Policy
- applicable privacy requirements.

Information necessary to respond to an emergency must be accessible to relevant educators and staff.

Review Following an Allergic Reaction or Anaphylaxis

Following an allergic reaction, suspected anaphylaxis, medication administration or significant allergen exposure, the service will review the circumstances of the event.

The review will consider:

- the circumstances leading to the reaction or exposure
- whether the medical management plan was followed
- the effectiveness of risk minimisation strategies
- the accessibility and suitability of medication
- the effectiveness of communication
- staff knowledge and training
- whether changes are required to the child's medical management plan
- whether changes are required to the Risk Minimisation and Communication Plan
- whether changes are required to service policies, procedures or practices.

Families will be consulted as appropriate.

Monitoring and Evaluation

The effectiveness of this policy will be evaluated through:

- review of allergic reactions and anaphylaxis incidents
- review of medication administration records
- review of risk minimisation and communication plans
- consultation with families and educators
- review of training and practice
- review of incidents, near misses and identified concerns.

Where evaluation identifies that changes are required, the service will update relevant policies, procedures, risk assessments, communication plans or training arrangements.

Resources

Bermagui Preschool will refer to current guidance and resources from:

- Australian Children's Education and Care Quality Authority (ACECQA)
- Australian Society of Clinical Immunology and Allergy (ASCIA)
- National Allergy Council
- NSW Department of Education
- NSW Health
- Australian Resuscitation Council.

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
- Regulation 168 – Education and care service must have policies and procedures

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

Quality Area 6 – Collaborative Partnerships with Families and Communities

- Standard 6.1 – Supportive relationships with families
 - Element 6.1.2 – Parent views are respected

Related Documentation

Related Policies

- 4.21 Reducing the Risk of Allergies and Anaphylaxis
- 4.23 Nuts, Nut Products and Other Allergens
- 4.12 Incident, Injury and Trauma
- 4.16 Emergency Procedures (Evacuation and Lockdown)
- 4.20 Workplace Health and Safety
- 4.32 First Aid
- 2.06 Confidentiality
- 2.12 Record Keeping and Retention of Records
- 4.41 Paramountcy in Child Safe Practice

Related Documents

- Medical Management Plan
- ASCIA Action Plan for Anaphylaxis
- Medical Condition Communication Plan
- Risk Minimisation and Communication Plan
- Medication Record
- Medication Administration Record
- Emergency Contact Records
- Incident, Injury, Trauma and Illness Records
- Staff Training Records
- Staff Induction Records

Version History

V1.0 – First Published: Pre-October 2021

V2.0 – July 2026: Comprehensive review and update completed. The policy was revised to reflect current NSW legislation and the Education and Care Services National Regulations, remove outdated legislation and terminology, clarify the responsibilities of the Approved Provider, Nominated Supervisor, Responsible Person, educators, staff, families, students, volunteers and visitors, strengthen requirements relating to medical management plans, risk minimisation and communication plans, update medication and emergency response procedures, clarify the relationship with 4.21 Reducing the Risk of Allergies and Anaphylaxis and 4.23 Nuts, Nut Products and Other Allergens, and align the policy with current medical management and anaphylaxis guidance and the Bermagui Preschool Policy Manual..