

# BUNDOORA PRE-SCHOOL ALLERGIES POLICY

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This policy refers to all allergic reactions NOT requiring the administration of an Adrenaline Autoinjector, eg: EpiPen.

Parents/carers of children with identified allergies **must** agree with all aspects of this policy prior to their child commencing pre-school. The letter of agreement must be signed and dated.

## PURPOSE

This policy will outline the procedures to:

- ensure educators, staff and parents/guardians are aware of their obligations and the best practice management of allergies at Bundoora Pre-school
- ensure that all necessary information for the effective management of children with allergies enrolled at Bundoora Pre-school is collected and recorded so that these children receive appropriate attention when required
- respond to the needs of children who have not been diagnosed with allergies and who experience any allergic reactions at the service.

## POLICY STATEMENT

### 1. VALUES

Bundoora Pre-school is committed to:

- providing a safe and healthy environment for all children enrolled at the service
- providing an environment in which all children with allergies can participate to their full potential
- providing a clear set of guidelines and procedures to be followed with regard to the management of allergies

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Bundoora Pre-school.

Allergies management should be viewed as a shared responsibility. While Bundoora Pre-school recognises its duty of care towards children with allergies during their time at the service, the responsibility for ongoing allergies management rests with the child's family and medical practitioner.

### 3. BACKGROUND AND LEGISLATION

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 167, 169, 174
- *Education and Care Services National Regulations 2011*: Regulations 90, 92, 93, 94, 95, 96, 136, 137
- *Health Records Act 2001* (Vic)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Information Privacy Act 2000* (Vic)
- *Privacy Act 1988* (Cth)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2009* (Vic)

### 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Medication record:** Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). A sample medication record is available on the ACECQA website.

**Staff record:** Must be kept by the service and include details of the Nominated Supervisors, the educational leader, other staff members, volunteers and the Responsible Person. The record must include information about qualifications, training and details of the *Working with Children* Check (Regulations 146–149). A sample staff record is available on the ACECQA website:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

## 5. SOURCES AND RELATED POLICIES

### Sources

- The Asthma Foundation of Victoria: [www.asthma.org.au](http://www.asthma.org.au)
- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*, ACECQA

### Service policies

- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Dealing with Medical Conditions Policy*
- *Emergency and Evacuation Policy*
- *Excursions and Service Events Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

## PROCEDURES

### CLASSIFICATION

Children with allergies attending Bundoora Pre-school will be classified as having either:

- a. **Severe life threatening allergic reaction, requiring EpiPen (See Anaphylaxis Policy)**
- b. **Other allergic reactions**

### The Approved Provider is responsible for:

- Ensuring that there is an Allergy Policy in place.
- Ensuring that a copy of the policy is available for all parents/carers at the service.
- Ensuring that all staff undertake training in the administration of adrenaline autoinjectors, such as the EpiPen.
- In consultation with staff and parents/carers, completing a Risk Assessment Plan and ensuring compliance with this plan.

### **The Nominated Supervisor, Certified Supervisors and educators are responsible for:**

- Ensuring that a copy of the child's medical/allergy management plan is readily available to all staff. Copies are to be kept in the child's individual enrolment records and in the Management Plan Folder
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:
  - Calling an ambulance immediately by dialling 000
  - Commencing first aid measures
  - Contacting the parent/carer
  - Contacting the child's emergency contact if the parent/carer cannot be contacted.
- Asking all parents/carers, as part of the enrolment process, prior to their child's attendance at the service, whether their child has allergies. Allergy information is documented on the child's enrolment record.
- If the child has allergies, asking the parents/carers to provide a medical/allergy management plan, signed by a Registered Medical Practitioner.
- Displaying the names of all children with allergies in the pre-school kitchen.

### **Parents/guardians are responsible for:**

- Informing staff, either on enrolment or on diagnosis, of their child's allergies.
- Reading the Allergies Policy
- Completing an Action Plan for Allergic Reactions (ASCIA)
- Developing a Risk Assessment Plan, in consultation with staff.
- Providing a snack box containing non-allergic foods (for those children with food allergies).
- Notifying staff of any changes to their child's allergy status and completing updated documentation as required.
- Assisting staff by offering information and answering questions regarding their child's allergies.
- If medication is required, completing a Medical Management Plan and providing medication.

### **Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

### **Food Allergies**

- The staff at Bundoora Pre-school will not make food decisions for children.
  - If parents/carers do not wish for their child to consume particular foods, they are required to provide specific food items for their child.
  - In the event of foods other than fruit being offered at pre-school, allergic children will not be given such food. Parents/carers of children with allergies are required to provide special food, eg cakes, biscuits for the individual child to consume at such times.
  - Where children are allergic to specific fruit, individual Risk Assessment Plans will determine procedure.
- There will be no sharing of food at pre-school outside of the shared fruit plate.
- All parents/carers are encouraged to bring whole fruit to pre-school for the communal fruit bowl. All fruit should be cut up on the pre-school premises. (Fruits that are purchased cut, such as watermelon, should be brought to pre-school in their original packaging).

### **Other Allergic Reactions**

- Mild allergic reactions will vary, depending on the child and the type of allergy they experience. For those children with contact allergies - to substances such as gluten, dye, soap and eggs etc - staff will provide an environment that **prevents** the individual child from coming into contact with materials containing the specific allergen. Bundoora Pre-school accepts donated materials, such as boxes and other packaging, for use in constructive play. Parents/carers are requested **not to**

donate packaging from food that contained nuts or traces of nuts. Items such as milk or other drink containers are requested to be washed thoroughly with soapy water (nut and dairy allergies are common).

## **Allergy Related Guidelines For Materials Etc Used In The Bundoora Pre-School Programs**

1. Cooking: check with parent prior regarding the proposed ingredients
2. Pasta: no egg base, as per children's allergies
3. Shaving Cream: avoid nut oil base
4. Sunscreen: parent/carer will provide sunscreen specific to allergic child.
5. Face paint: confirm oil base - allergic children do not participate
6. Playdough: canola oil - use rice flour (in the event of wheat germ allergy).
7. Latex allergy: the pre-school will purchase vinyl or nitrile gloves for adult use.
8. Severe contact allergy to wheat will require the removal of such boxes etc from the 'construction materials'
9. Slime: lux
10. Goop: cornflour
11. Box Construction: refer to individual children's allergy information.
12. Stings: Refer to the Risk Assessment Plan.

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **ATTACHMENTS**

- Attachment 1: Allergies/Asthma/Anaphylaxis Policies acknowledgement form
- Attachment 2: Risk Assessment and Strategies to avoid Allergens

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Bundoora Pre-school on 18 October 2018

**REVIEW DATE: OCTOBER 2019**

**ATTACHMENT 1**



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**Allergies / Anaphylaxis / Asthma Policies Acknowledgement**

I \_\_\_\_\_ have read, understood and agree with the:

Bundoora Pre-school *Allergies Policy*

Bundoora Pre-school *Anaphylaxis Policy*

Bundoora Pre-school *Asthma Policy*


I/we understand that in order for my child \_\_\_\_\_ to attend Bundoora Pre-school for the year \_\_\_\_\_ I/we must agree with all aspects of the policy(ies).

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

