



FIRST AID POLICY

(Including incident, injury, trauma, illness, anaphylaxis and allergy responses).

Berri Community preschool is committed to ensuring that children in our care are provided with the best possible care.

This policy is written in accordance with Education and Care Services National Regulations. The regulations relating to this policy include:

- Regulation 90 – Medical Conditions Policy
- Regulation 91 – Medical Conditions Policy to be provided to parents
- Regulation 94 – Authorisation requirements – Anaphylaxis or Asthma emergency
- Regulation 136 – First Aid Qualification
- Regulation 173 – Prescribed information to be displayed

When children with an allergy or a known anaphylactic reaction to an identified allergen, attend Berri Community Preschool, all possible precautions will be taken to ensure that such children are not exposed to that allergen whilst at the Preschool.

The following actions will be taken to minimise any risk:

1. Obtain medical information

- On enrolment, parents will be required to provide an ASCIA action plan for allergic reaction/anaphylaxis - (Appendix 1), which has been completed by a registered medical practitioner. It will include the following information
 - Clear identification of the child.
 - Documentation about the allergic triggers.
 - Documentation about the first aid response including any medication required.
 - Identification and contact details of the registered medical practitioner.
- On enrolment, parents will be asked to sign a consent form that will give the preschool permission to display photo identification of their child, ensuring all staff are aware that a child enrolled at the preschool may suffer an anaphylactic reaction, what their allergen is, and what action should be taken to assist the child in an emergency.
- Enrolling parents will be responsible for providing the action plan and medication and for ensuring that the medication provided has a current expiry date.
- Staff will ensure that the plan is reviewed regularly, and always at the time of transition to school.
- On enrolment all parents whose child has an allergy or is at risk of an anaphylactic reaction, will be given a copy of this policy.

2. Education of educators

- Education of educators in the recognition of the risks, and in understanding the steps that can be taken to minimise an 'at risk' child's chance of an anaphylactic reaction by all preschool staff, is a vital step in the prevention of a critical incident.
- In accordance with Regulation 136 – Berri Community Preschool is committed to ensuring that all qualified staff in the centre are trained in anaphylaxis awareness. (21827VIC – Course in Anaphylaxis Awareness). Education will be updated every 3 years in accordance with the ACEQA guidelines.



- Berri Community Preschool will display the names and qualifications of all staff on the parent notice board.

3. Practical strategies to avoid exposure to known triggers

- Avoidance of specific allergens is essential to the prevention of an anaphylactic reaction.
- Education of children, staff and parents is critical in this goal.
- Berri Community Preschool is a nut free zone, this information is provided to parents on enrolment - in the new parent pack, and this status is displayed on the parent notice board.
- If a child enrolled at the preschool is at known risk of an anaphylactic reaction, this information will also be displayed in the staff kitchen area.
- For children that have an allergic reaction to other products, when this allergen is identified, it will be removed where possible from the preschool environment. e.g. – egg cartons removed if an enrolled child has an egg allergy.
- When the allergen is environmental, e.g. bee stings – Educators will have a “bum-bag” that will contain the child’s action plan and the Epi-pen/Ana-pen; this will be carried at all times by the person supervising outdoor activities.
- Children with an anaphylactic reaction will not be excluded from any activities that are undertaken within the preschool environment, unless directed by the parent, or unless it will have a known detrimental effect on the child’s health.

4. Age appropriate education of children with severe allergies.

- Berri Community Preschool recognises the importance of parents having the core responsibility for teaching children about allergies. The preschool also recognises that it has a responsibility to ensure a safe environment for children in care, including the education of children at the preschool including education about food allergy.

5. Food Policy measures

- Berri Community Preschool will ensure that the following measures occur:
 - There will be no trading or sharing of food, food utensils or food containers
 - Items for the children’s use e.g. – water bottles, cups, lunch boxes etc, will be clearly labelled.
 - The use of food in regard to cooking classes or science experiments will be restricted when a child with a known allergen is present.
 - All staff should be aware about the measures necessary to prevent cross contamination during the handling, preparation and serving of food, when this occurs.

Refer to the Food Safety Policy and Healthy Eating and Nutrition Policy for more information on general safety measures undertaken within the centres environment.

6. Storage of medication



- Children's medication will be stored inside First Aid cupboard in the bathroom and individual children's medication will be placed in labelled bags within baskets.
- This cupboard is locked with the key hanging high beside the back door.
- The cupboard is readily accessible by all staff members at all times.
- First aid kits are checked regularly and contents kept in date as required by WH&S.
- Portable first aid kits are available to be taken on excursions.
- When a child requiring an adrenaline pen (Epi-Pen / Ana-Pen) is involved in outside play, the supervising adult will have the child's medication and Action Plan with them at all times, in a 'bum-bag'.
- All medication kept on site will be checked for their expiration date when brought in and stored.

7. Consent

- Berri Community Preschool will always obtain consent for the administration of medication when an enrolled child is at risk of an anaphylactic or asthma attack.
- In situations of medical emergency, staff shall:
 - Ring 000
 - Administer a bronchodilator - (Ventolin) - in the case of an Asthma attack
 - Gain verbal consent for Ventolin if able
 - Complete the required documentation as soon as practicable.

This policy has been developed in consultation with the Governing Council, staff and families of the centre and will be reviewed and evaluated regularly and modified as required to ensure continued relevance for Berri Community Preschool. This policy will be shared with all new staff and families, and available on the website and in the preschool policies folder.

Policy Issued: May 2021

Policy Review Date: May 2023

Policy information sourced from

1. ASCIA Guidelines for Prevention of food anaphylactic reactions in Schools, Preschools and Child care.
2. Education and Care Services National Regulation 2012
3. Allergy and anaphylaxis aware – checklist for Education and Children's Services.
4. Managing Anaphylaxis in child care settings
5. Australasian Society of Clinical Immunology and Allergy – www.allergy.org.au
6. Medication agreement to be completed by a medical practitioner and brought into preschool.
7. Health support agreement due to a medical issue to be completed with preschool staff when enrolling the child.