

MANOR FARM KINDERGARTEN



ALLERGIES AND ANAPHYLAXIS PROCEDURE

Rationale:

- The Manor Farm Kindergarten promotes a safe learning environment that protects the welfare of our children, families and staff.
- Links to National Quality Standards:
 - 2.1 Each child's health is promoted.
 - 2.1.1 Each child's health needs are supported.

Considerations:

- Staff at the Manor Farm Kindergarten are trained in First Aid (Basic Emergency Life Support) including anaphylaxis first aid using prescribed adrenalin via an Epi-pen.
- Staff update their training regularly, within a timeframe specified by the Department for Education.

Parents will:

- Provide comprehensive information on enrolment about their child's allergy or anaphylaxis.
- Supply the centre with an Anaphylaxis Care Plan or permission to administer medication (completed by a doctor).
- Supply the centre with an "in-date" Epi-pen or other medication, to be preferably kept in the kindergarten (or brought in daily). The Epi-pen or medication needs to be prescribed by a doctor and clearly labelled in the original container in which it was dispensed.
- Please note that the centre has a designated place in the office where Epi-pens and other medication are to be stored. Epi-pens are NOT to be left in a child's bag.

The educators will:

- Have a system in place to make all staff (including relief staff) informed of children who have allergies or anaphylaxis and the location of their medication or Epi-pen(s).
- Ensure all medication is stored appropriately in a secure, easily accessible location.
- Notify the Kindergarten community of the Anaphylactic allergen, and if necessary, exclude this product from the centre.
- Make sure thorough hand washing procedures are followed by both children and educators throughout the day, especially before meal times.

- Supervise children during meal times; to ensure they do not share or swap food.
- Plan thoroughly for excursions and outings, liaising with families, and guaranteeing that the Epi-pen will be safeguarded by educators within a close proximity of the child at all times.
- Pay special attention and have systems in place during fundraising activities, community celebrations and curriculum experiences, such as cooking and times of food preparation, when cross contamination can occur.
- Ensure children with anaphylaxis are not be supplied with food, unless pre-arranged and agreed to by the family, as products may contain traces of food allergy ingredients.
- Administer first aid as necessary, which may include calling an ambulance.
- Contact parents (or emergency contact) as soon as possible.

The director will:

- Take on the responsibility of ensuring that appropriate and relevant documentation is completed ie Health Support Agreement (also referred to as Communication Plan) and Safety and Risk Management Plan (also referred to as Risk Minimisation Plan).
- Work with families whose children have allergies or anaphylaxis to ensure both centre and families are clear on the care that will be provided by the centre.
- Complete an Incident and Response Management System report to notify relevant authorities (when applicable).