



Dealing with Medical Conditions

Anaphylaxis Management

Review Date: 24/10/2025

Introduction

Anaphylaxis is a severe, life-threatening allergic reaction. Up to two per cent of the general population and up to five per cent (0-5years) of children are at risk. The most common causes in young children are eggs, peanuts, tree nuts, cow milk, sesame, bee or other insect stings and some medications;

Young children may not be able to communicate the symptoms of anaphylaxis;

A reaction can develop within minutes of exposure to the allergen, but with planning and training, a reaction can be treated effectively by using an adrenaline auto-injection device;

The Approved Provider recognises the importance of all educators responsible for the child/ren at risk of anaphylaxis undertaking training that includes preventative measures to minimise the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an adrenaline auto-injection device; and

Staff/educators and families need to be made aware that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. Staff/families should not have a false sense of security that an allergen has been eliminated from the environment. Instead, the Approved Provider recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the service.

Goals – What are we going to do?

- Minimise the risk of an anaphylactic reaction occurring at preschool;
- Ensure that educators respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto-injection device;
- Raise the preschool community's awareness of anaphylaxis and its management through education and policy implementation;

Strategies - How will it be done?

The Approved Provider will:

- Ensure that all permanent educators have completed first aid and anaphylaxis management training that has been approved by ACECQA at least every 3 years; and
- Ensure that this policy is provided to the family of each child diagnosed **at risk of anaphylaxis** at the service.

Where anyone diagnosed at risk of anaphylaxis attends preschool, the Approved Provider shall also:

- Conduct an assessment of the potential for accidental exposure to allergens while anyone at risk of anaphylaxis is at the service and develop a risk minimisation plan for the preschool in consultation with staff, affected adult and/or the families of the child/ren; and
- Ensure that a notice is displayed prominently in the main entrance of the preschool stating that a child diagnosed at risk of anaphylaxis is being educated and cared for at the service.

The Nominated Supervisor will:

- Ask adults if they have any allergies as part of orientation and ask all families as part of the enrolment procedure, prior to their child's attendance at the service, whether the child has allergies. Document this information on the child's enrolment record or the appropriate register for adults. If the child has severe allergies, ask the family to provide an ASCIA Action Plan signed by a Registered Medical Practitioner;
- Ensure that an ASCIA Action Plan for Anaphylaxis signed by a Registered Medical Practitioner and a complete auto-injection device kit (which must contain a copy of the ASCIA Action Plan) is provided for the affected person.
- Ensure at least one staff member on duty whenever children are present at the preschool has completed emergency anaphylaxis management training;
- Ensure that practice of the adrenaline auto-injection device is undertaken on a quarterly basis and recorded;
- Ensure that relief educators in a service have completed current approved anaphylaxis management training including the administration of an adrenaline auto-injection device and awareness of the symptoms of an anaphylactic reaction;
- Ensure all educators know the people at risk of anaphylaxis, their allergies, the individual anaphylaxis ASCIA Action Plan and the location of the auto-injection device kit;
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service without the device;

- Implement the communication strategy and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's allergies, this policy and its implementation;
- Display an Australasian Society of Clinical Immunology and Allergy inc (ASCIA) generic poster called *Action Plan for Anaphylaxis* in the staff room;
- Ensure that individuals' ASCIA Action Plans for Anaphylaxis are signed by a Registered Medical Practitioner and displayed with a photo (with parent approval for a child). This will outline the allergies and describe the prescribed medication for that child and the circumstances in which the medication should be used;
- Ensure that all staff in a service know the ASCIA Action Plan for Anaphylaxis and that a copy is kept with the auto-injection device kit; and
- Ensure that the staff member accompanying affected children outside the service carries the anaphylaxis medication and a copy of the ASCIA Action Plan for Anaphylaxis with the auto-injection device kit.

Staff responsible for the child at risk of anaphylaxis shall:

- Ensure a copy of the child's ASCIA Action Plan for Anaphylaxis is visible and known to staff in a service;
- Follow the child's ASCIA Action Plan for Anaphylaxis in the event of an allergic reaction, which may progress to anaphylaxis;
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:
 - Call an ambulance immediately by **dialling 000**.
 - Commence **first aid** measures – **IF IN DOUBT GIVE ADRENALINE INJECTOR**.
 - Contact the parent/guardian.
 - Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
 - Further adrenaline doses may be given if no response after 5 minutes.
 - Transfer person to hospital with completed notes for at least 4 hours observation.
- Practice the administration procedures of the adrenaline auto-injection device and "anaphylaxis scenarios" on a quarterly basis;
- Ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat;

- Ensure that the auto-injection device kit containing a copy of the anaphylaxis medical management action plan for each child at risk of anaphylaxis is carried by a staff member on all excursions;
- Regularly check the adrenaline auto-injection device expiry date. (The manufacturer will only guarantee the effectiveness of the adrenaline auto-injection device to the end of the nominated expiry month); and
- Provide information to the service community about resources and support for managing allergies and anaphylaxis.

Families/guardians of children shall:

- Inform staff at the children’s service, either on enrolment or on diagnosis, of their child’s allergies;
- Develop an anaphylaxis risk minimisation plan with service staff;
- Provide staff with an ASCIA Action Plan for Anaphylaxis signed by the Registered Medical Practitioner giving written consent to use the auto-injection device in line with this action plan;
- Provide staff with a complete auto-injection device kit;
- Regularly check the adrenaline auto-injection device expiry date;
- Assist staff by offering information and answering any questions regarding their child’s allergies;
- Notify the staff of any changes to their child’s allergy status and provide a new anaphylaxis action plan in accordance with these changes;
- Communicate all relevant information and concerns to staff, for example, any matter relating to the health of the child; and
- Comply with the preschool’s policy that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without that device.

Adopted by the Management Committee:

<p>Name: Narissa Cuskelly</p> <p>Date:</p>
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REVIEW DATE: 24th October 2025

Sources:

Allergy.org.au

www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis