

the Y Ballarat – Anaphylaxis Policy

Policy Number	Date Approved	Date Last Amended	Status
CP007-PO	3/06/2020		FINAL

1. PURPOSE

Anaphylaxis is a severe, life threatening allergic reaction. The Y Ballarat believe that the safety and wellbeing of participants who are at risk of anaphylaxis is a whole-of-community responsibility. All of YMCA Ballarat are committed to:

- minimising the risk of an anaphylactic reaction occurring while children are in the care of the Y Ballarat Children’s Services.
- ensure that service staff respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering adrenaline via an auto-injection device
- raise awareness of anaphylaxis and its management amongst all at the service through education and policy implementation.

2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men’s Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

3. POLICY

At each Y Ballarat Children’s Program or Service, the person with management and control will:

- provide a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- raise awareness of families, staff, children and others attending the service about allergies and anaphylaxis.
- actively involve the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
- ensure all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis and emergency procedures
- facilitate communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

4. Roles and Responsibilities

Department/Role	Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>The Y Ballarat nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

5. 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.

Term	Definition
Anaphylaxis action plan:	Refer to the definition for <i>anaphylaxis medical management action plan</i> below.
Adrenaline auto-injection device:	An intramuscular injection device containing a single dose of adrenaline designed to be administered by people who are not medically trained. This device is commonly called an EpiPen® or an Anapen®. As EpiPen® and Anapen® products have different administration techniques, only one brand should be prescribed per individual and their anaphylaxis medical management action plan (refer to <i>Definitions</i>) must be specific for the brand they have been prescribed. Used adrenaline auto-injectors should be

	placed in a rigid sharps disposal unit, or another rigid container if a sharps container is not available.
Adrenaline auto-injection device training:	Training in the use of the adrenaline auto-injection device that is provided by allergy nurse educators or other qualified professionals such as doctors or first aid trainers, through accredited training institutions or through the use of a self-paced training CD and auto-injection device trainer.
Adrenaline auto-injector kit:	An insulated container with an unused, in-date adrenaline auto-injection device, a copy of the child's anaphylaxis medical management action plan, and telephone contact details for the child's parents/guardians, doctor/medical personnel and the person to be notified in the event of a reaction if the parents/guardians cannot be contacted. If prescribed, an antihistamine should also be included in the kit. Auto-injection devices must be stored away from direct heat.
Allergen:	A substance that can cause an allergic reaction.
Allergy:	An immune system response to an external stimulus that the body identifies as an allergen. People genetically programmed to experience an allergic reaction will make antibodies to particular allergens.
Allergic reaction:	A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, coughing or wheezing, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.
Anapen®:	A type of adrenaline auto-injection device (refer to <i>Definitions</i>) containing a single dose of adrenaline. The administration technique in an Anapen® is different to that of the EpiPen®. The child's anaphylaxis medical management action plan (refer to <i>Definitions</i>) must be specific for the brand they have been prescribed.
Anaphylaxis:	A severe, rapid and potentially fatal allergic reaction that affects normal functioning of the major body systems, particularly the respiratory (breathing) and/or circulation systems.
Anaphylaxis medical management action plan (sometimes simply referred to as an Action Plan):	An individual medical management plan prepared and signed by the child's treating, registered medical practitioner that provides the child's name and allergies, a photograph of the child, a description of the prescribed anaphylaxis medication for that child and clear instructions on treating an anaphylactic episode. The plan must be specific for the brand of auto-injection device

	prescribed for each child. Examples of plans specific to different adrenaline auto-injector brands are available for download on the Australasian Society of Clinical Immunology and Allergy (ASCIA) website: www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis
Approved anaphylaxis management training:	Training that is approved by the National Authority in accordance with Regulation 137(e) of the <i>Education and Care Services National Regulations 2011</i> and is listed on the ACECQA website (refer to <i>Sources</i>).
At-risk child:	A child whose allergies have been medically diagnosed and who is at risk of anaphylaxis.
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.
EpiPen®:	A type of adrenaline auto-injection device (refer to <i>Definitions</i>) containing a single dose of adrenaline which is delivered via a spring-activated needle that is concealed until administration is required. Two strengths are available: an EpiPen® and an EpiPen Jr®, and each is prescribed according to a child's weight. The EpiPen Jr® is recommended for a child weighing 10–20kg. An EpiPen® is recommended for use when a child weighs more than 20kg. The child's anaphylaxis medical management action plan (refer to <i>Definitions</i>) must be specific for the brand they have been prescribed.
Intolerance:	Often confused with allergy, intolerance is an adverse reaction to ingested foods or chemicals experienced by the body but not involving the immune system.
No food sharing:	A rule/practice in which a child at risk of anaphylaxis only eats food that is supplied/permitted by their parents/guardians and does not share food with, or accept food from, any other person.
Nominated staff member:	(In relation to this policy) a staff member nominated to be the liaison between parents/guardians of a child at risk of anaphylaxis and the Approved Provider. This person also checks regularly to ensure that the adrenaline auto-injector kit is complete and that the device itself is unused and in date, and leads practice sessions for staff who have undertaken anaphylaxis management training.
Risk minimisation:	The practice of developing and implementing a range of strategies to reduce hazards for a child at risk of anaphylaxis, by removing, as far as is practicable, major allergen sources from the service.

Staff record:	A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, staff, volunteers and students at a service, as set out under Division 9 of the National Regulations.
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6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -

Relevant legislation and standards include but are not limited to:

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- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 90–96, 102, 136, 137, 146, 147, 160–162, 168(2)(d), 173, 177, 181, 183, 184, 246
- *Health Records Act 2001* (Vic), as amended 2011
- *Information Privacy Act 2000* (Vic)
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
- *Occupational Health and Safety Act 2004* (Vic), as amended 2007
- *Privacy Act 1988* (Cth)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2009* (Vic)

7. SUPPORTING DOCUMENTS

- ACECQA provides lists of approved first aid training, approved emergency asthma management training and approved anaphylaxis management training on their website: <http://acecqa.gov.au/qualifications/approved-first-aid-qualifications/>
- Anaphylaxis Australia Inc is a not-for-profit support organisation for families of children with food-related anaphylaxis. Resources include a telephone support line and items available for sale including storybooks, tapes and EpiPen® trainers. www.allergyfacts.org.au
- Australasian Society of Clinical Immunology and Allergy (ASCIA): www.allergy.org.au Provides information and resources on allergies. Action Plans for Anaphylaxis can be downloaded from this site. Also available is a procedure for the First Aid Treatment for Anaphylaxis (refer to Attachment 4). Contact details of clinical immunologists and allergy specialists are also provided.
- Department of Education and Training (DET) provides information and resources related to anaphylaxis and anaphylaxis training. Anaphylaxis resource kits have also been distributed to all Victorian licensed children’s services for the purpose of undertaking regular in house training in the administration of an auto-injection device.
- Department of Allergy and Immunology at The Royal Children’s Hospital Melbourne (www.rch.org.au) provides information about allergies and services available at the hospital. This department can evaluate a child’s allergies and provide an adrenaline auto-

injector prescription. An EpiPen® trainer kit can also be purchased. Kids Health Info fact sheets are also available from the website, including the following:

- a. *Allergic and anaphylactic reactions:*
www.rch.org.au/kidsinfo/factsheets.cfm?doc_id=11148
- b. Auto-injectors (epi-pens) for anaphylaxis – an overview:
www.rch.org.au/kidsinfo/factsheets.cfm?doc_id=11121

8. Approval and Review

Approved By: Executive Management Group
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Procedure Owner: Alicia Pratt OSHC Manager
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Amendments

Version	Date	Author	Change Description
V1	June 2020	Alicia Pratt and Carina O’Neill	Policy Created