



## **Attachment 2 Anaphylaxis Policy – Enrolment Checklist for children diagnosed at risk of Anaphylaxis**

**All paper work must be complete and an adrenaline auto injector device given to the centre before the child is left at Chelsea Heights Kindergarten.**

- A Risk minimisation plan is completed in consultation with parent/guardian, prior to the attendance of the child at the service and is implemented including following procedures to address the particular needs of each child diagnosed at risk of anaphylaxis
- All information about the child's allergies and any other medications or medical conditions (ie asthma) are documented on the enrollment form prior to commencement
- Parents/guardians of a child at risk of anaphylaxis have been provided a copy of the service's Anaphylaxis Policy and Dealing with Medical Conditions Policy.
- All families attending the Service are made aware of the Anaphylaxis Policy - Allergy Alert Risk Minimisation Strategy given to all families on Interview day.
- The child's ASCIA action plan for anaphylaxis is signed by the child's doctor, states what type of adrenaline auto-injector (epi pen / ana- pen ) is prescribed, and is visible to all staff ie placed on the wall next to the kitchen door.
- A copy of the child's ASCIA action plan for anaphylaxis and Risk Minimisation Plan for the child inserted in the enrolment records.
- Contact details of Parents/guardians and authorised nominees are current and accessible and are displayed on the child's ASCIA action plan for anaphylaxis.
- All parents have given written consent to use the adrenaline auto injector (epi pen /ana-pen). The Medication Permission form is signed and will be resigned at the commencement of term 3.

- A copy of the child's ASCIA action plan for anaphylaxis, telephone contact details for the child's parents or guardians, doctor/medical personal and the person to be notified in the event of a reaction if the parents/ guardians cannot be contacted and medication permission form is included in the child's adrenaline auto-injector kit
- Adrenaline auto-injection device (with a visible expiry date) is available for use at any time the child is in the care of the service.
- Adrenaline auto-injector (epipen /anapen) device is stored in an insulated container in a location easily accessible to adults (not locked away), inaccessible to children and away from direct sources of heat ie on the wall near the kitchen door.
- All staff, including relief staff, are aware of each adrenaline auto injector kit location and the location of the child's ASCIA action plan for anaphylaxis.
- Parents are informed of the Relief teacher induction process
- All staff have undertaken approved anaphylaxis management training which includes strategies for anaphylaxis management, risk minimisation, recognition of allergic reactions, emergency first aid treatment.
- Details regarding first aid qualifications to be recorded on the staff record.
- All staff have undertaken practice with an auto -injection device trainer at least annually and preferably quarterly. Details regarding participation in practice sessions are to be recorded on the staff record.
- A procedure for first aid treatment for anaphylaxis is in place and all staff understand it (Attachment 7)
- Completed ambulance contact card is visible next to telephones.
- Sign is displayed in the foyer advising there is a child/ children at risk attending the centre - names are given only with parent's permission.
- A clearly named treat box is available for special occasions for the child at risk of anaphylaxis.
- If food is prepared at the centre, measures are in place to prevent contamination of the food given to the child at risk of anaphylaxis.