



POLICY STATEMENT

TWOOSH will work closely with children, guardians and where relevant TWPS and health professionals to manage the allergies of children who are attending TWOOSH. Guardians have a responsibility to inform TWOOSH of any allergies their child has and of any changes in the child's condition in writing. The allergies policy will be provided to these guardians, and a medical plan will be completed for each child with an allergy. TWOOSH Educators will be fully aware of the nature and management of any child's allergy and will respect the child and the family's confidentiality ("My Time, Our Place" 1.4). TWOOSH will support children with allergies to participate fully in the day-to-day program in TWOOSH in order to promote their sense of wellbeing, connectedness and belonging to TWOOSH ("My Time, Our Place" 1.2, 3.1).

REFERENCES AND CONSIDERATIONS

- National Education and Care Services Law Section 167– 2018
- National Education and Care Services Regulations 90-91, 92-96, 177 181-184 – 2019
- National Quality Framework 2012 Areas 2.1, 6.2 2012
- Disability Discrimination Act 1992
- NSW Anti-discrimination Act 1977
- Work Health and Safety Act 2011
- Australian Society of Clinical Immunology and Allergy Inc (ASCIA): Guidelines for the prevention of food anaphylactic reactions in schools, preschools and childcare centres 2015
- NSW Department of Community Services: Guidelines for Children's Services 2007 Anaphylaxis

Related TWOOSH documents

- TWOOSH Family Information Booklet
- Policy D-2 – Nutrition
- Policy D-5 – Medical conditions and administration of medications
- Policy D-14 – Food handling and safe storage of food
- TWOOSH Individual medical management plans

PROCEDURES

Administration

- ◆ Guardians are responsible to inform TWOOSH of any allergies their child may have at the time of enrolment, or if the child is already enrolled, as soon as possible after diagnosis. This will be recorded by the guardian on the child's enrolment form.
- ◆ Upon notification of a child's allergy TWOOSH will provide the guardian with a copy of this policy and Policy D-5 in accordance with regulation 91 of the National Education and Care Services Regulations.

- ◆ Where a child has a severe allergy (anaphylaxis), guardians are responsible to provide a colour copy of the ASCIA action plan written by a registered medical practitioner. This needs to be updated annually.
- ◆ Children cannot attend TWOOSH until the ASCIA action plan has been provided.
- ◆ Prior to the child's attendance at TWOOSH, guardians will work with the Director to complete an individual medical management plan, and a risk assessment for providing food (if relevant) for the child, to ensure a smooth and safe transition of the child into TWOOSH.
- ◆ Where a child has food allergies, guardians are provided with the current TWOOSH menu and work with TWOOSH to plan alternatives where necessary.
- ◆ Guardians are responsible to provide any medication required in the ASCIA action plan. A different set of medication needs to be provided to TWOOSH and TWPS.
- ◆ Educators will check medication expiry dates twice a year during first aid kit audits and will contact guardians if medication is due for replacement. Guardians are responsible for ensuring that the medication is replaced before the expiry date.
- ◆ Children cannot attend TWOOSH without in date medication.

Food provision

- ◆ Where a child has a food allergy, the child's name and details is placed on a food allergy list, which is displayed in the kitchen area.
- ◆ Where a child has anaphylaxis, the child's photo and allergy details will be displayed on the freezer and noted on the roll once permission is gained in writing.
- ◆ Educators are responsible for familiarising themselves with the food allergy lists. Relief Educators will be informed of the food allergy lists upon initial employment during orientation.
- ◆ When preparing food, Educators are responsible for following all food safety procedures as stated in TWOOSH Policy D-14.
- ◆ TWOOSH does not serve food containing nuts, however some pre-packaged food 'may contain traces of nuts'. Guardians are responsible to inform TWOOSH whether their child can be given food that 'may contain traces of nuts'. If the child cannot consume this food, alternative food is provided.
- ◆ For all other food allergies, alternative food options will be provided as agreed between the guardian and the Director in the child's individual medical management plan. Guardians can provide TWOOSH with other food alternatives for their child.
- ◆ A detailed weekly menu, which identifies alternative food options for children with allergies is displayed on the fridge. Educators are responsible for familiarising themselves with and referring to this when making afternoon tea.
- ◆ When food containing particular food allergen (e.g. milk or other dairy foods) is served, the child with the relevant food allergy may be seated separately during meal times.
- ◆ Educators are responsible for ensuring that all children wash their hands before and after eating.

Anaphylaxis

Recognising an anaphylactic reaction

Reactions usually begin within minutes of exposure and can progress rapidly at any time over a period of two hours. A child at risk of anaphylaxis will often recognise the early symptoms of an allergic reaction before signs are observable by Educators.

Symptoms for a mild to moderate reaction are:

- ◆ swelling of lips, face, eyes
- ◆ hives or welts

- ◆ tingling mouth
- ◆ abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

Mild to moderate allergic reactions may or may not precede anaphylaxis.

Treat for anaphylaxis if any of the following symptoms occur:

- ◆ difficult/noisy breathing
- ◆ swelling of tongue
- ◆ swelling/tightness in throat
- ◆ difficulty talking and/or hoarse voice
- ◆ wheeze or persistent cough
- ◆ persistent dizziness or collapse
- ◆ pale and floppy (young children)

What to do

For anaphylaxis

1. **STAY WITH THE CHILD.** Send another child or Educator for help.
2. **IF THE CHILD HAS AN ASCIA ACTION PLAN – FOLLOW IT. GET EPIPEN.**
3. **RING AMBULANCE – 000.**
4. **DO NOT MOVE THE CHILD UNNECESSARILY.** Movement, exercise and heat exacerbates symptoms.
5. **CONTACT GUARDIAN.**

ONLY TRAINED EDUCATORS SHOULD ADMINISTER EPIPEN – TRAINED EDUCATORS ARE AVAILABLE ON SITE AT ALL TIMES

- ◆ If an EpiPen has been administered the child must go to hospital, even if it was only accidentally administered.
- ◆ Write time EpiPen is given on back of child's hand.
- ◆ Put lid on used EpiPen, replace in container, write time administered and give to ambulance officer.

If a child consumes or is exposed to allergen but shows no signs of reaction

1. **STAY WITH THE CHILD.** Send another Educator to retrieve guardian contact number.
2. **IF THE CHILD HAS AN ASCIA ACTION PLAN – FOLLOW IT.** This may mean giving antihistamine.
3. **DO NOT MOVE THE CHILD UNNECESSARILY.** Movement, exercise and heat exacerbates symptoms.
4. **CONTACT GUARDIAN.** Inform them of situation and any developments.
5. **FILL OUT INCIDENT, INJURY, TRAUMA AND ILLNESS FORM.** Monitor child until guardian arrives to pick them up.

Revisions

Date of next review: July 2025

Date	Reviewer	Approved by
07.08.17		TWOOSH Management Committee
18.03.19		TWOOSH Management Committee
22.06.20	NF, MK	TWOOSH Management Committee

10.05.21	IC	TWOOSH Management Committee
27.10.22	LL	TWOOSH Management Committee
4.12.23	EH	TWOOSH Management Committee
