

Anaphylaxis and Allergic Reaction Policy – Children’s Services

Date adopted	25 September 2025
Adopted by	Executive Leadership Team (ELT)
Review due	September 2028
Responsible officer	Manager Child, Families and Youth
Records reference	11629604

1. Purpose

Melton City Council is committed to:

- minimising the risk of an allergic reaction including anaphylaxis occurring while children are in the care of Melton City Council
- ensuring that service staff respond appropriately to allergic reactions including anaphylaxis by following the child’s ASCIA action plan for anaphylaxis and ASCIA Action Plan for Allergic Reactions.
- raising awareness of Anaphylaxis and its management amongst all at the service through education and policy implementation.
- working with parents/guardians of children with either an ASCIA Action Plan for Anaphylaxis or ASCIA Action Plan for Allergic Reactions in understanding risks and identifying and implementing appropriate risk minimisation strategies and communication plan to support the child and help keep them safe.
- ensuring that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- ensuring all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis and emergency procedures.
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

This policy has been adapted from PolicyWorks Catalogue by the Early Learning Association Australia

2. Application And Scope

This policy applies to licenced services responsible for the direct education and care of children at Melton City Council programs including offsite excursions and activities. This policy applies to the approved provider, persons with management or control, persons in day-to-day charge, nominated supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Melton City Council, including during offsite excursions and activities.

This policy will apply regardless of whether a child is diagnosed by a registered medical practitioner as being at risk of anaphylaxis is enrolled at and attending the service.

3. Background

Anaphylaxis is a severe and potentially life-threatening allergic reaction. Allergies, particularly food allergies are common in children. The most common causes of allergic reaction in young children are foods, bee or other insect stings, and some medications. A reaction can develop within minutes of exposure to the allergen and young children may not be able to identify or articulate the symptoms of Anaphylaxis. With planning and training, many reactions can be prevented, however when a reaction occurs, good planning, training and communication can ensure the reaction is treated effectively by using an Adrenaline autoinjector (EpiPen® or an Anapen®).

In any service that is open to the general community, it is not possible to achieve a completely allergen-free environment. A range of procedures and risk minimisation strategies, including strategies to minimise the exposure to known allergens, can reduce the risk of allergic reactions including anaphylaxis.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm. The approved provider will ensure that there is at least one educator on duty at all times who has current approved anaphylaxis management training in accordance with the Education and Care Services National Regulations 2011 (Regulation 136(1) (b)) as a demonstration of Duty of Care and best practice.

Approved anaphylaxis management training is listed on the Australian Children's Education & Care Quality Authority (ACECQA) website.

4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Term	Definition
Adrenaline Auto-Injection Device	<p>An intramuscular injection device containing a single dose of Adrenaline designed to be administered by people who may not be medically trained.</p> <p>Two brands of adrenaline injectors are currently available in Australia - EpiPen® or an Anapen®. EpiPen® and Anapen® products have different administration techniques, only one brand should be prescribed per individual and their ASCIA plan Anaphylaxis Medical Management Action Plan must be specific for the brand they have been prescribed.</p> <p>Used Adrenaline auto-injectors should be capped and given to ambulance officers or placed in a rigid sharps disposal unit or another rigid container if a sharps container is not available and disposed of via medical sharps waste disposal (seek advice from waste management).</p>

Term	Definition
Adrenaline Auto-Injection Device Training	Training in the use of the Adrenaline Auto-Injection Devices are 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 trainers.
Adrenaline Auto-Injector Kit	<p>An insulated container with an in-date adrenaline auto-injection device, a copy of the child's ASCIA or Anaphylaxis Medical Management Action Plan for anaphylaxis, 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.</p> <p>If prescribed, an antihistamine should also be included in the kit.</p> <p>Auto-injection devices must be stored away from direct heat.</p>
Allergen	A substance that can cause an Allergic Reaction.
Allergy	An immune system response to something in the environment, which is usually harmless, e.g.: food, pollen, dust mite. These can be ingested, inhaled, injected or absorbed.
Allergic Reaction	<p>A reaction to an allergen. Common signs and symptoms:</p> <ul style="list-style-type: none"> • mild to moderate signs and symptoms: <ul style="list-style-type: none"> ○ hives or welts ○ tingling mouth ○ swelling of the face, lips and eyes ○ abdominal pain, vomiting and/or diarrhoea are mild to moderate symptoms, however, these are severe reactions to insects. • signs and symptoms of anaphylaxis are: <ul style="list-style-type: none"> ○ difficult/noisy breathing ○ swelling of the tongue ○ swelling/tightness in the throat ○ wheeze or persistent cough ○ persistent dizziness or collapse (child pale or floppy)
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 Action Plan	Refer to the definition for Anaphylaxis Medical Management Action Plan below.

Term	Definition
Anaphylaxis Management Training	Training that includes recognition of Allergic Reactions, strategies for Risk Minimisation and risk management, procedures for emergency treatment and facilitates practice in the administration of treatment using an Adrenaline Auto-Injection Device trainer. Approved training is listed on the ACECQA website.
Anaphylaxis Medical Management Action Plan (sometimes simply referred to as an Action Plan or ASCIA plan)	<p>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.</p> <p>The plan must be specific for the brand of Auto-Injection Device prescribed for each child.</p> <p>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.</p>
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</i> 2011 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.
AV How to Call Card	<p>A card that the service has completed containing all the information that Ambulance Victoria will request when phoned on 000.</p> <p>Once completed, this card should be kept within easy access of all service telephone/s.</p>
Communication Plan	<p>A mandatory plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff/educators in relation to the policy.</p> <p>The Communication Plan also describes how parents/guardians and staff/educators will be informed about Risk Minimisation Plans and emergency procedures to be followed when a child diagnosed as At Risk of Anaphylaxis is enrolled at a service.</p>
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 reasonably foreseeable risk of injury.
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.

Term	Definition
MICA Ambulance	Mobile Intensive Care Ambulance (MICA) paramedics have a higher clinical skill set and can perform more advanced medical procedures. MICA paramedics training goes beyond practical skill precision to include more detail in anatomy, physiology, pathophysiology and pharmacology to greater increase capacity to make complex clinical decisions without medical consultation.
No Food Sharing	A rule/practice in which children only eat food that is supplied/permitted by their parents/guardians.
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.
Risk Minimisation Plan	<p>A mandatory service-specific plan that documents a child's Allergy, practical strategies to minimise risk of exposure to Allergens at the service and details of the person/s responsible for implementing these strategies.</p> <p>A Risk Minimisation Plan should be developed by the person in day-to-day charge in consultation with the nominated supervisor and parents/guardians of the child At Risk of Anaphylaxis and service staff/educators. The plan should be developed upon a child's enrolment or initial diagnosis, before attendance to the program and reviewed at least annually and always on re-enrolment.</p>
Staff Record	A record which the approved provider of a service must keep containing information about the nominated Supervisor/Person in day-to-day charge, responsible person/s, staff, educators, volunteers and students at a service, as set out under division 9 of the National Regulations.

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020

Name	Location
Relevant legislations and standards include but are not limited to	<ul style="list-style-type: none"> • 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. • Health Records Act 2001 (Vic) • National Quality Standard, Quality Area 2: Children’s Health and Safety • Occupational Health and Safety Act 2004 (Vic) • Occupational Health and Safety Regulations 2017 • Privacy and Data Protection Act 2014 (Vic) • Privacy Act 1988 (Cth) • Public Health and Wellbeing Act 2008 (Vic) • Public Health and Wellbeing Regulations 2009 (Vic)

Name	Location
Sources	<ul style="list-style-type: none"> • ACECQA – list of approved first aid training First aid qualifications & training ACECQA • Allergens for Children’s education and care (CEC) training FA Training: CEC • Allergy Aware https://www.allergyaware.org.au/ • Allergy & Anaphylaxis Australia https://allergyfacts.org.au • Australasian Society of Clinical Immunology and Allergy (ASCIA): www.allergy.org.au • Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training for CEC: https://etraining.allergy.org.au/ • Department of Education (DE) First aid, anaphylaxis and asthma management qualifications in early childhood services vic.gov.au • Department of Allergy and Immunology at The Royal Children’s Hospital Melbourne www.rch.org.au/allergy • Allergic and anaphylactic reactions (July 2019) Kids Health Info : Allergic and anaphylactic reactions • Anaphylaxis risk minimisation strategies: Strategies to reduce risk - Allergy Aware • Enrolment checklist for children diagnosed as at risk of anaphylaxis: Anaphylaxis management checklist children's education and care services - Allergy Aware • Anaphylaxis risk minimisation plan template: Anaphylaxis risk management plan template - Allergy Aware • Individualised anaphylaxis care plan template: Individualised anaphylaxis care plan template - Allergy Aware

Name	Location
Related Policies	<ul style="list-style-type: none"> • Administration of First Aid • Administration of Medication • Asthma Policy • Child Safe (MCC) • Child Safe Environment and Wellbeing • Dealing with Medical Conditions • Diabetes • Enrolment and Orientation • Excursions, Routine Outings and Service Events • Food Safety • Hygiene • Incident, Injury, Trauma and Illness • Inclusion and Equity • Nutrition, Oral Health and Active Play • Privacy and Confidentiality • Supervision of Children

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