

Anaphylaxis Management Policy

Purpose

The purpose of this policy is to minimise the risk of anaphylactic reactions at the OSHC Service, ensure staff are trained to respond competently, and maintain the health, safety, and wellbeing of all children. The policy applies to children, families, staff, management, and visitors.

National Quality Standard & National Laws & Regulations

This policy aligns with the National Quality Standard, Quality Area 2: Children’s Health and Safety, ensuring each child’s wellbeing, comfort, and protection from harm through supervision, health practices, and emergency management. Relevant regulations include 12, 86–94, 95–96, 101, 136, 162, 168, 170, 171, 173, and 174 of the Education and Care Services National Regulations.

Duty of Care

- The Service has a legal responsibility to provide a safe environment and adequate supervision. Staff, including relief staff, must be aware of children with severe allergies, their medical management plans, risk minimisation strategies, and required medications.

Common Allergens and Symptoms

- Common allergens in children include peanuts, eggs, tree nuts, cow’s milk, fish and shellfish, wheat, soy, sesame, and insect stings, particularly bees. Signs of anaphylaxis include difficult or noisy breathing, swelling of the tongue or throat, hoarse voice, persistent cough, wheeze, dizziness, collapse, pale or floppy appearance in young children, and abdominal pain or vomiting. Awareness and preventative measures are essential, although exposure cannot be completely eliminated. Communication with families is vital.

Implementation

- The OSHC Service will involve educators, families, and children in discussions about medical conditions and wellbeing. Families provide written permission for action plans to be displayed, and staff follow each child’s medical management plan during incidents.

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Responsibilities of Management

Management, nominated supervisors, or responsible persons ensure parents disclose allergies at enrolment, provide medical management plans and ASCIA Action Plans signed by a medical practitioner, and receive copies of relevant policies. All staff must hold current ACECQA approved first aid, emergency asthma, and anaphylaxis management training. At least one trained staff member must be present at all times. Staff receive training on auto-injector administration and CPR, and food handlers complete allergen management training. Risk management plans are prepared for excursions, and general-use adrenaline auto-injectors are available at the Service.

Educator Responsibilities

Educators follow the child's action plan, practice administration using trainers, supervise food intake, maintain hygiene, and increase supervision during special events. They ensure auto-injectors are accessible, not locked, stored correctly, and accompanied by a medical management plan. During excursions or emergencies, staff carry the kit and plan.

Family Responsibilities

Families inform the Service of allergies, provide written consent for use of auto-injectors, develop risk minimisation and communication plans, provide a complete auto-injector kit, maintain expiry records, update plans every 12–18 months or as changes occur, and notify the Service of any severe allergic reactions occurring outside the Service.

Emergency Response

In the event of an anaphylactic reaction, staff administer the auto-injector following the child's plan, call 000, commence first aid, record the time of administration, and, if no response after 5 minutes, administer a second dose if available. The child must remain lying down or seated with legs out, not upright. Parents, guardians, and emergency contacts are notified as soon as practicable, and the regulatory authority is informed within 24 hours. If a child not previously diagnosed experiences anaphylaxis, the same emergency procedures are followed.

Reporting

All anaphylactic incidents are considered serious (Regulation 12). Staff complete the Incident, Injury, Trauma, and Illness Record, which is countersigned by the Nominated Supervisor. Parents sign the record, a copy is placed in the child's file, and regulatory authorities are notified within 24 hours. Staff are debriefed, and the child's plan and risk minimisation strategies are evaluated for effectiveness.

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Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the prevention and management of anaphylaxis.

This means that at all times, the identification, prevention and response to anaphylaxis must prioritise the immediate safety and health of the child above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to protect children from harm and hazards, ensuring that known allergens are managed, risk minimisation strategies are implemented, and each child's medical management and action plan is followed without delay.

The Service will ensure that all responses to anaphylaxis are timely, calm and effective, with educators remaining vigilant to early signs and symptoms and responding immediately in accordance with emergency procedures. Children will be supported in a manner that reduces distress, maintains their dignity, and ensures they feel safe, reassured and cared for throughout the incident.

All practices relating to anaphylaxis management must prioritise the protection of children from harm, ensure effective supervision and rapid response, and uphold each child's right to safety, wellbeing and appropriate medical care at all times.



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Review

Date:	Changes:	Reviewed by:
26/11/2021	No Changes made	Charmayne Nathan
04/07/24	No changed made	Charmayne Nathan
10/09/2025	Policy was simplified and broken down as well as format change.	Charmayne Nathan
23/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations