

# Anaphylaxis Risk Minimisation Plan

## Kekeco Childcare Pty. Ltd.

This risk minimisation plan to be completed by the Approved Provider Representative or Centre Director, in consultation with the “at risk” child's parent/guardian and staff working with the child.

1. Child's name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_

3. Room : \_\_\_\_\_

### What is the child allergic to?

- List all of the known allergens for the “at risk”child in the table below:
- List the potential sources of exposure of each known allergen and strategies to minimise the risk of exposure on the same table.
- This should include food/ items not brought to the Centre.

Allergen	Source of Exposure	Risk Minimisation Strategies

Add an extra page if insufficient space above.

**Does everyone in the Service recognise the “at risk” child?**

List the strategies for ensuring all staff, including relief staff and parent helpers, recognise the “at risk” child.

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**Where will the child's Action Plan be displayed?**

**Do families and staff know how the Centre manages the risk of Anaphylaxis?**

Record when the family of any “at risk” child is provided with a copy of the Centre's Anaphylaxis Policy.

Date: \_\_\_\_\_

Record when the family provides a complete EpiPen Kit (as per ROOM Sign in Sheet daily)

**all staff, including relief staff, know where the EpiPen is kept for the “at risk” child within the room.**

Relief staff will be informed during their orientation to the Centre.

Record when regular checks of the expiry date of each EpiPen are undertaken by a nominated staff member and the families of each “at risk” child” (checks will be made on the first attendance by the child of each month by Room Leader).

A back up EpiPen is stored at the Centre and this pen is checked monthly and replaced at the commencement of the expiry month. However, this pen is not intended to be relied upon by parents - each child must have their own individually prescribed EpiPen

Date Checked	Applicable Notes	Staff Name	Staff Signature
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			

The Centre has communicated via newsletters etc to all families requesting that specific procedures to followed to minimise the risk of exposure to a known allergen/s:

Date: \_\_\_\_\_ Written letter attached to this document Yes/No

The Centre Licensee, staff and families with children “at risk” must understand the following points.

1. A new written request is sent to the centre, by all families, if the food allergy changes.
2. All families must be aware that no child who has been prescribed with an EpiPen is permitted to stay at the Centre without their EpiPen.
3. The Centre displays the ASCIA generic poster, Action Plan for Anaphylaxis, in key locations
4. The EpiPen is taken outside when the child is playing outside and returned to their room when the child returns to their room.
5. The EpiPen will be taken on any excursion that the “at risk” child might attend.

### **Do staff know how the Centre aims to minimise the risk of a child being exposed to an allergen?**

The following strategies will be implemented during the following possible scenarios that will reduce potential exposure for the “at risk” child to a risk allergen:

<b>Scenario</b>	<b>Strategy</b>	<b>Who ?</b>
<b>Entering the Centre environment/hygiene practices</b>	Ensure each child enrolled at the Centre washes his/her upon arrival. Hands should be cleaned before and after eating.	Staff
	Hygiene procedures and practices are used to minimise the risk of cross contamination of surfaces, food utensils and containers.	Staff
	Bottles and food provided by the “at risk” child's family (if applicable) should be clearly labelled with the child's name	Parent
<b>All Meals</b>	An “at risk” child is served and consumes their food at a place considered to pose a low risk of contamination from allergens of other children's food. This place is not separate from all children and allows social inclusion at meal times.	Staff
	Children are regularly reminded of the importance of no food sharing.	Staff
	Children are supervised during eating.	Staff
<b>Party or Celebration</b>	Give plenty of notice to families about the event	Staff
	Ensure a treat box is provided for the “at risk” child	Parent/Staff
	Ensure that the “at risk” child has only the food approved by their parent/doctor.	Staff
	All food brought to the Centre must have all ingredients listed on the outside of the product.	Parent

<b>Protection from Insect bite allergies</b>	Specify play areas that are low risk to the “at risk” child and encourage their peers to play in that area.	Staff
	Decrease the number of plants that attract bees	Staff
	Ensure the “at risk” child wears shoes at all times.	Staff
	Quickly manage any instance of insect infestation. It may be appropriate to request the exclusion of the “at risk” child during the period required to eradicate the insects.	Staff/Family
<b>Latex Allergies</b>	Avoid the use of party balloons or contact with latex gloves	Staff
	<b>Note: this list is not conclusive - and may need to be added to as the occasion arises.</b>	

**Do relevant people know what action to take if a child has an Anaphylactic reaction?**

The Centre Director, Licensee, staff and family of the “at risk” child know what the Action Plan says and how to implement it.

Staff are to fill in the table below regarding the administration of the EpiPen in an Emergency.

<b>Action</b>	<b>Staff Member</b>
Who will administer the EpiPen and Stay with the Child?	
Who will telephone the Ambulance and parents?	
Who will ensure the supervision of the other children ?	
Who will let the Ambulance Officers into the Centre and take them to the child?	

The Staff member who is closest to the child at the time symptoms emerge will remain with the child (Action 1) whilst the other staff member will complete Actions 2,3 and 4.

All staff with responsibilities for the “at risk” child have undertaken Anaphylaxis Management Training.

Relief staff will only follow Actions 2,3 and 4 ( unless they have undertaken Anaphylaxis Management Training )

Regular practise sessions will occur during the first staff meeting of each School Term.

Ambulance Phone numbers are located next to all phones in the Centre.

**How effective is the Centre's Risk Minimisation Plan?**

The Risk Minimisation Plan will be reviewed with the family of the “at risk” child at least annually, but always upon enrolment of the “at risk” child and after any incident or accidental exposure.

**In the unlikely event of a failed EpiPen, is there permission to administer the back up EpiPen?**

The **back up EpiPen** is kept on the premises and checked monthly as would only be appropriate for use if the child's prescribed EpiPen is not functioning and there is certainty that none of the medication has been injected into the child.

**Date:** \_\_\_\_\_

The letter attached to this document: Yes/ No.

**The following people have read, understood and agree that this document is a Risk Minimisation Plan for the "at risk" child of Anaphylaxis.**

**Approved Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Centre Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Room Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Regular Staff on Duty in room:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent :** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**AUTHORISATION TO ADMINISTER BACK UP EPIPEN IN CASE OF EMERGENCY ONLY**

I/ We the undersigned being Parent/Guardian authorise EpiPen trained staff of the Centre to administer the spare EpiPen Junior - 150 micrograms Adrenaline Auto Injector, that is kept on their premises to my child (insert child's name)

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**ONLY IF EVERY POINT OF THE FOLLOWING CRITERIA IS FOLLOWED**

1. My child has come in contact with a known allergen that may cause an Anaphylactic reaction.
2. My child is displaying breathing difficulties as stated in their Anaphylaxis Management Plan.
3. My child's own EpiPen was unable to be administered to the child - this means that it did not come into contact with their skin and none of the Adrenalin has been administered.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian