Glen Iris Child Care and Kindergarten

GI-002 – Anaphylaxis Management Policy

Policy Number	GI-002
Quality Area	QA2 – Children's Health and Safety
National Law	s.167 – Protection from harm and hazards
National Regulations	Regs. 90 • 91 • 92 • 93 • 94 • 95 • 96 • 136 • 137 • 168
Related NQS	QA2.1 • QA2.1.2 • QA2.2 • QA2.2.1 • QA4.2 • QA7.1
VEYLDF V3.0	Practice Principles – Partnerships with Families • Equity, Inclusion and High Expectations • Responsive Teaching and Scaffolding • Assessment for Learning and Development Outcomes – Outcome 1: Identity • Outcome 3: Wellbeing
Victorian Child Safe Standards:	Standards 2, 3, 4, 5, 8 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
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OUR COMMITMENT

Glen Iris Child Care and Kindergarten is committed to providing a safe, healthy, inclusive and supportive environment where every child is protected from preventable harm and has equitable access to education and care, including children diagnosed as being at risk of anaphylaxis.

We recognise that anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate recognition, effective risk minimisation strategies and a prompt emergency response. The safety, health and wellbeing of children is our highest priority, and we are committed to implementing proactive systems that reduce the risk of exposure to known allergens while supporting each child's right to participate fully in all aspects of the educational program.

Our service works collaboratively with families, medical practitioners and other health professionals to develop individualised strategies that support each child's medical needs, safety and inclusion. We acknowledge families as the primary source of information regarding their child's health and work in genuine partnership to develop, implement and regularly review Individual Medical Management Plans, ASCIA Action Plans and Risk Minimisation Plans.

Glen Iris Child Care and Kindergarten promotes an allergy-aware environment through effective communication, educator training, safe food handling practices, careful supervision and ongoing risk assessment. Educators are supported to recognise the signs and symptoms of anaphylaxis, respond confidently during an emergency and participate in regular professional learning to maintain their knowledge and skills.

Our commitment extends beyond legislative compliance. Through continuous improvement, reflective practice and collaborative partnerships, we strive to embed best practice in anaphylaxis management throughout the service. We foster a culture where every child is respected, included and supported to participate confidently and safely, while families have confidence that their child's health, wellbeing and individual needs are understood, valued and prioritised.

LEGISLATIVE INTENT

This policy supports Glen Iris Child Care and Kindergarten in meeting its obligations under the **Education and Care Services National Law** and **Education and Care Services National Regulations** by ensuring effective systems are in place to identify, manage and minimise the risk of anaphylaxis. It promotes safe and inclusive practices through collaborative partnerships with families, appropriate educator training, individual medical management planning and prompt emergency responses to protect the health, safety and wellbeing of every child.

PURPOSE

The purpose of this policy is to:

- Ensure the health, safety and wellbeing of children diagnosed as being at risk of anaphylaxis.
- Minimise the risk of exposure to known allergens through proactive planning and risk management.
- Support the inclusion and participation of children with anaphylaxis in all aspects of the educational program.
- Ensure Individual Medical Management Plans, ASCIA Action Plans and Risk Minimisation Plans are developed, implemented and regularly reviewed.
- Ensure educators, staff, students and volunteers understand their responsibilities in preventing and responding to anaphylaxis.
- Ensure emergency medication is readily accessible and administered promptly when required.
- Promote collaborative partnerships with families, medical practitioners and relevant health professionals.
- Ensure all educators maintain approved anaphylaxis management training and participate in ongoing professional learning.
- Promote an allergy-aware environment through safe food handling, communication and risk minimisation practices.
- Meet all legislative, regulatory and best practice requirements relating to anaphylaxis management.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers
- Centre Director
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Early Childhood Teachers
- Educators
- Relief and Casual Educators
- Students
- Volunteers
- Administration Staff
- Cooks and Food Preparation Staff
- Allied Health Professionals and Contractors while attending the service
- Families
- Authorised Nominees
- Visitors

DEFINITIONS

Adrenaline Auto-Injector (AAI)
A prescribed emergency medication device (such as an EpiPen® or Anapen®) used to administer adrenaline for the emergency treatment of anaphylaxis.

Allergen
A substance capable of triggering an allergic reaction. Common allergens include peanuts, tree nuts, eggs, cow's milk, wheat, soy, sesame, fish, shellfish, insect stings, latex and certain medications.

Allergy
An immune system response to a substance (allergen) that is normally harmless to most people. Allergic reactions may range from mild symptoms to severe life-threatening anaphylaxis.

Allergy-Aware Environment
An environment where practical strategies are implemented to minimise exposure to known allergens while recognising that it is not possible to completely eliminate all risk.

Anaphylaxis
A severe, rapidly developing and potentially life-threatening allergic reaction that requires immediate medical treatment, including the prompt administration of adrenaline and emergency medical assistance.

ASCIA
The Australasian Society of Clinical Immunology and Allergy (ASCIA), the peak professional body providing nationally recognised guidelines and Action Plans for anaphylaxis management.

ASCIA Action Plan for Anaphylaxis
A current emergency management plan completed and signed by a registered medical practitioner outlining a child's known allergens, signs and symptoms of anaphylaxis, prescribed medication and emergency response procedures.

Authorised Nominee
A person who has been given written authority by a parent or guardian to make decisions regarding a child's education and care.

Confirmed Diagnosis
A diagnosis of anaphylaxis or severe allergy made by a registered medical practitioner.

Individual Medical Management Plan (IMMP)
A plan developed by the child's treating medical practitioner outlining the child's medical condition, known allergens, prescribed medication, emergency procedures and ongoing management requirements.

Medical Practitioner
A registered medical practitioner authorised to diagnose medical conditions, prescribe medication and prepare medical management documentation.

Risk Minimisation Plan
A documented plan developed in consultation with the child's family that identifies potential allergy risks within the service and outlines strategies to minimise those risks while supporting the child's safe participation.

Communication Plan
A documented plan outlining how information regarding a child's anaphylaxis management will be communicated to educators, relief staff, volunteers and families while maintaining the child's privacy and dignity.

Reasonable Adjustments
Modifications or supports implemented by the service to enable a child at risk of anaphylaxis to safely access and participate in all aspects of the educational program without discrimination.

WHY THIS POLICY MATTERS

Children with anaphylaxis have the right to participate safely, confidently and fully in all aspects of the educational program. Effective anaphylaxis management relies on proactive planning, collaborative partnerships with families, informed decision-making and a shared commitment to maintaining an allergy-aware environment.

By implementing individualised medical management plans, comprehensive risk minimisation strategies, ongoing educator training and clear emergency response procedures, Glen Iris Child Care and Kindergarten promotes children's health, safety and wellbeing while fostering an inclusive environment where every child feels safe, respected and supported.

Strong communication, continuous improvement and reflective practice ensure our anaphylaxis management systems remain current, responsive and aligned with recognised best practice, providing confidence for children, families and educators alike.

GUIDING PRINCIPLES

Glen Iris Child Care and Kindergarten is committed to:

- Providing a safe, healthy, inclusive and allergy-aware environment for all children.
- Protecting children at risk of anaphylaxis through proactive planning, risk minimisation and effective supervision.
- Respecting every child's right to participate fully in all aspects of the educational program regardless of their medical condition.
- Working in genuine partnership with families, recognising them as the primary source of information regarding their child's health and medical needs.
- Developing, implementing and regularly reviewing Individual Medical Management Plans, ASCIA Action Plans, Risk Minimisation Plans and Communication Plans.
- Ensuring educators, staff, students and volunteers understand their responsibilities in preventing, recognising and responding to anaphylaxis.
- Maintaining current anaphylaxis management training and promoting ongoing professional learning and reflective practice.
- Responding immediately and appropriately to any suspected anaphylactic reaction in accordance with current ASCIA guidelines and emergency procedures.
- Promoting safe food handling, hygiene practices and thoughtful environmental planning to minimise exposure to known allergens.
- Maintaining respectful, confidential and timely communication with families and relevant health professionals.
- Embedding continuous improvement through regular policy reviews, emergency response drills, risk assessments and educator reflection.
- Fostering a culture where children's health, safety, wellbeing and inclusion are shared responsibilities across the entire service.

OUR POLICY

Glen Iris Child Care and Kindergarten is committed to providing a safe, healthy, inclusive and supportive environment where every child, including those diagnosed as being at risk of anaphylaxis, is protected from preventable harm and supported to participate fully in all aspects of the educational program.

We recognise that anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate recognition, effective risk minimisation and prompt emergency response. The health, safety and wellbeing of every child is our highest priority, and we are committed to implementing proactive systems that minimise exposure to known allergens while respecting each child's dignity, individual needs and right to inclusion.

Our service works collaboratively with families, medical practitioners and relevant health professionals to develop, implement and regularly review Individual Medical Management Plans, ASCIA Action Plans, Risk Minimisation Plans and Communication Plans. Families are recognised as valued partners and the primary source of information regarding their child's health, ensuring management strategies remain current, individualised and responsive to each child's needs.

Glen Iris Child Care and Kindergarten promotes an allergy-aware environment through effective communication, safe food handling practices, thoughtful environmental planning, appropriate supervision, regular risk assessments and ongoing educator training. Educators are supported to recognise the signs and symptoms of allergic reactions and anaphylaxis, respond confidently in an emergency and participate in ongoing professional learning to maintain their knowledge and skills.

Children diagnosed as being at risk of anaphylaxis will be supported to participate safely in all experiences, routines, excursions, celebrations and special events through reasonable adjustments, careful planning and collaborative decision-making. The service does not promote exclusion or unnecessary restrictions but instead adopts practical strategies that balance safety with inclusion and children's rights.

Our commitment extends beyond legislative compliance. Through continuous improvement, reflective practice and collaboration with children, families, educators and the wider community, we strive to embed best practice in anaphylaxis management throughout the service. We foster a culture where children's health, safety, wellbeing and inclusion are shared responsibilities, ensuring every child feels safe, respected, valued and empowered to participate with confidence.

HOW WE PUT THIS POLICY INTO PRACTICE

Enrolment and Medical Information

Upon enrolment or diagnosis of an anaphylaxis risk, the service will:

- Obtain a current Individual Medical Management Plan completed by the child's registered medical practitioner.
- Obtain a current ASCIA Action Plan for Anaphylaxis, signed by the child's registered medical practitioner and accompanied by a recent photograph of the child.
- Ensure families provide the child's prescribed adrenaline auto-injector (EpiPen® or Anapen®) prior to the child's commencement at the service.
- Develop an Individual Risk Minimisation Plan in consultation with the child's family before the child commences care or as soon as practicable following diagnosis.
- Develop a Communication Plan outlining how information regarding the child's anaphylaxis will be shared with educators, relief staff, volunteers and relevant service personnel while maintaining confidentiality.
- Ensure all enrolment information, medical documentation and emergency contact details are current, accurate and reviewed at least annually or whenever the child's medical needs change.
- Work collaboratively with families to identify known allergens, triggers, symptoms and appropriate strategies to support the child's health, safety, wellbeing and inclusion.
- Ensure no child is excluded from the service solely because they have been diagnosed as being at risk of anaphylaxis.

Individual Medical Management Plans

Glen Iris Child Care and Kindergarten will ensure:

- Every child diagnosed as being at risk of anaphylaxis has a current Individual Medical Management Plan completed by a registered medical practitioner.
- Medical Management Plans are readily accessible to educators while maintaining the child's privacy and dignity.
- Plans are reviewed with families at least annually or whenever there is a change to the child's diagnosis, prescribed medication or medical advice.
- Educators understand their responsibilities in implementing each child's Individual Medical Management Plan.
- Information contained within the plan is reflected in the child's Risk Minimisation Plan and Communication Plan.

ASCIA Action Plans

The service will:

- Ensure a current ASCIA Action Plan accompanies every prescribed adrenaline auto-injector kept at the service.
- Display ASCIA Action Plans in agreed locations that are readily accessible to educators while maintaining the child's privacy and dignity.
- Ensure all educators, relief educators and responsible persons are familiar with the child's ASCIA Action Plan and emergency response procedures.
- Review ASCIA Action Plans with families whenever updated by the child's medical practitioner.
- Ensure expired Action Plans are replaced immediately.

Risk Minimisation Strategies

Glen Iris Child Care and Kindergarten will:

- Develop and implement an Individual Risk Minimisation Plan for every child diagnosed as being at risk of anaphylaxis in consultation with the child's family.
- Review Risk Minimisation Plans at least annually or whenever the child's medical needs or known allergens change.
- Identify and assess potential allergen risks within the indoor and outdoor learning environments, meal times, cooking experiences, excursions, regular outings, celebrations and special events.
- Implement reasonable adjustments that enable children at risk of anaphylaxis to participate safely and fully in all aspects of the educational program.
- Ensure risk minimisation strategies are communicated to all educators, relief educators, students, volunteers and relevant service personnel.
- Review risk assessments following any allergic reaction, near miss or identified hazard to strengthen service practices.
- Consider individual risk factors when planning experiences involving food, natural materials, sensory play or community participation.

Allergy-Aware Environment

Glen Iris Child Care and Kindergarten promotes an allergy-aware environment by:

- Recognising that while the service cannot guarantee an allergen-free environment, every reasonable precaution will be taken to minimise exposure to known allergens.
- Displaying allergy alerts discreetly in agreed locations to assist educators while maintaining each child's privacy and dignity.
- Encouraging regular hand washing before and after eating, cooking experiences and sensory play.
- Implementing effective cleaning practices to reduce the risk of cross-contamination.
- Carefully supervising meal times and experiences involving food.
- Assessing resources, learning materials and donated items for potential allergen risks before use.
- Ensuring casual educators, students, volunteers and visitors are informed of relevant allergy management procedures where appropriate.
- Promoting respectful conversations with children about allergies, inclusion, empathy and keeping friends safe.

Food Preparation and Meal Times

The service will:

- Work collaboratively with families to understand each child's dietary requirements and known allergens.
- Ensure the cook, educators and relevant staff are aware of children's food allergies and anaphylaxis management requirements.
- Implement safe food preparation, storage and serving practices to minimise the risk of cross-contamination.
- Read ingredient labels and check food products for known allergens where applicable.
- Avoid sharing food, drinks, utensils or lunchboxes between children.
- Carefully plan cooking experiences, celebrations and special events to minimise identified allergy risks while supporting every child's inclusion.
- Supervise children closely during meal times and food-based experiences.
- Encourage children to wash their hands before and after eating.
- Consult families before introducing unfamiliar foods or culturally significant food experiences where allergy risks have been identified.
- Review food-related practices regularly to ensure they remain safe, inclusive and responsive to children's individual needs.

Medication and Storage

- Glen Iris Child Care and Kindergarten will:
- Ensure each child diagnosed as being at risk of anaphylaxis has a prescribed adrenaline auto-injector (EpiPen® or Anapen®) available at the service whenever the child is in attendance.

- Store adrenaline auto-injectors together with the child's current ASCIA Action Plan in a location that is secure, clearly identified, readily accessible to educators and inaccessible to children.
- Ensure emergency medication accompanies the child during outdoor play, excursions, regular outings, emergency evacuations and any activity away from the child's usual room.
- Regularly monitor medication expiry dates and notify families before medication expires.
- Ensure families replace expired, damaged or used adrenaline auto-injectors as soon as practicable.
- Never use expired medication unless advised by emergency services in a life-threatening situation where no alternative medication is available.
- Ensure all educators know the location of emergency medication and understand how to access it quickly during an emergency.

- **Educator Training and Professional Learning**
- Glen Iris Child Care and Kindergarten will:
- Ensure at least one educator with current approved anaphylaxis management training is present at all times children are being educated and cared for, including during excursions and regular outings.
- Ensure educators complete approved anaphylaxis management training in accordance with legislative requirements.
- Provide anaphylaxis management information during induction for new educators, relief educators, students and volunteers.
- Regularly review emergency response procedures during team meetings and professional learning sessions.
- Provide opportunities for educators to practise using adrenaline auto-injector training devices.
- Promote ongoing professional learning to strengthen educator confidence, knowledge and decision-making.
- Maintain records of educator qualifications, training and refresher courses.

Emergency Response

- Where a child experiences a suspected anaphylactic reaction, educators will:
- Immediately follow the child's current ASCIA Action Plan for Anaphylaxis.
- Administer the prescribed adrenaline auto-injector without delay if anaphylaxis is suspected.
- Call **000** immediately and request an ambulance.
- Notify the Centre Director or Responsible Person as soon as practicable.
- Contact the child's parent or authorised nominee after emergency services have been contacted.
- Continue to monitor and reassure the child until emergency services arrive.
- Administer a second adrenaline auto-injector if recommended by the ASCIA Action Plan or emergency services and one is available.

- Ensure the child is not left unattended at any time.
- Accompany the child to hospital if a parent or authorised nominee is unavailable.
- Complete all required documentation following the incident, including notification to the Regulatory Authority where required.

Excursions and Regular Outings

Before any excursion or regular outing, the service will:

- Conduct a risk assessment that considers the individual needs of children diagnosed as being at risk of anaphylaxis.
- Ensure each child's prescribed adrenaline auto-injector, current ASCIA Action Plan and emergency contact details accompany the child at all times.
- Ensure educators attending the excursion are aware of each child's known allergens, individual risk minimisation strategies and emergency response procedures.
- Consider food-related risks, environmental allergens, insect exposure and access to emergency medical services when planning excursions and regular outings.
- Ensure appropriate educator-to-child ratios and supervision are maintained.
- Review excursion risk assessments following any identified hazards, near misses or incidents.

Communication and Family Partnerships

Glen Iris Child Care and Kindergarten recognises families as essential partners in supporting children with anaphylaxis and will:

- Work collaboratively with families to develop, implement and review Individual Medical Management Plans, ASCIA Action Plans, Risk Minimisation Plans and Communication Plans.
- Encourage families to immediately notify the service of any changes to their child's medical condition, prescribed medication or emergency contact information.
- Communicate respectfully, openly and confidentially regarding the child's health, wellbeing and participation.
- Inform educators, relief educators, students, volunteers and relevant staff of children's anaphylaxis management requirements while maintaining confidentiality and dignity.
- Support children to participate safely in celebrations, cooking experiences, excursions and all aspects of the educational program through collaborative planning with families.
- Provide families with information regarding the service's allergy-aware practices and anaphylaxis management procedures.

Documentation and Record Keeping

The service will maintain accurate and confidential records relating to anaphylaxis management, including:

- Current Individual Medical Management Plans.
- Current ASCIA Action Plans.
- Individual Risk Minimisation Plans.
- Communication Plans.

- Medication records where applicable.
- Records of educator training and qualifications.
- Incident, injury, trauma and illness records.
- Risk assessments.
- Family communications relating to anaphylaxis management.
- Reviews of emergency responses and continuous improvement actions.

All documentation will be stored securely and managed in accordance with legislative requirements and the service's Privacy and Confidentiality Policy.

Incident Review and Continuous Risk Assessment

Following any allergic reaction, suspected anaphylactic reaction, near miss or identified hazard, the service will:

- Review the circumstances surrounding the incident.
- Consult with the child's family and, where appropriate, relevant health professionals.
- Evaluate the effectiveness of the child's Risk Minimisation Plan, Communication Plan and emergency response procedures.
- Review environmental factors, supervision practices and identified allergens.
- Update risk assessments and management plans where required.
- Identify opportunities for educator professional learning.
- Implement improvements to minimise future risks.
- Use reflective practice and incident analysis to inform the Quality Improvement Plan and strengthen service-wide practices.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure the service complies with all legislative requirements relating to anaphylaxis management.
- Ensure appropriate policies, procedures and systems are implemented to support children diagnosed as being at risk of anaphylaxis.
- Provide sufficient resources to support an allergy-aware environment.
- Ensure appropriate funding is available for educator training and emergency preparedness.
- Support the Centre Director to maintain effective anaphylaxis management practices.
- Promote continuous improvement through policy review, incident analysis and risk management.

Centre Director

Will:

- Ensure this policy is implemented and reviewed regularly.
- Ensure Individual Medical Management Plans, ASCIA Action Plans, Risk Minimisation Plans and Communication Plans are current and implemented.
- Ensure prescribed adrenaline auto-injectors are available, accessible and within their expiry date.
- Ensure all educators are informed of children's anaphylaxis management requirements while maintaining confidentiality.
- Monitor educator qualifications and ensure approved anaphylaxis management training remains current.
- Ensure relief educators, students and volunteers receive appropriate information regarding children's medical needs.
- Review incidents, near misses and emergency responses to identify opportunities for improvement.
- Maintain accurate records and documentation relating to anaphylaxis management.

Educational Leader

Will:

- Support educators to implement best practice in anaphylaxis management.
- Promote reflective practice following incidents, emergency responses and near misses.
- Facilitate professional discussions that strengthen educator knowledge and confidence.
- Encourage curriculum experiences that promote children's understanding of inclusion, health and wellbeing in age-appropriate ways.
- Support continuous improvement by reviewing service practices and educator feedback.

Educators

Will:

- Implement Individual Medical Management Plans, ASCIA Action Plans, Risk Minimisation Plans and Communication Plans.
- Take all reasonable precautions to minimise children's exposure to known allergens.
- Maintain current anaphylaxis management qualifications where required.
- Participate in ongoing professional learning and emergency response practice.
- Ensure prescribed emergency medication accompanies children during outdoor play, excursions and emergency evacuations.
- Respond immediately to suspected anaphylaxis in accordance with the child's ASCIA Action Plan and service procedures.
- Communicate respectfully and collaboratively with families regarding their child's health and wellbeing.
- Complete all required documentation accurately and promptly.
- Participate in critical reflection and policy review following incidents or near misses.

Cook and Food Preparation Staff

Will:

- Be informed of children's diagnosed allergies and anaphylaxis management requirements.
- Implement safe food handling, preparation, storage and serving practices to minimise the risk of cross-contamination.
- Read ingredient labels and notify the Centre Director or educators of any concerns regarding food allergens.
- Consult with educators when planning menus, cooking experiences and celebrations involving food.
- Maintain effective communication regarding ingredient changes or supplier substitutions that may affect children with allergies.

Families

Will:

- Provide current Individual Medical Management Plans and ASCIA Action Plans completed by a registered medical practitioner.
- Provide the child's prescribed adrenaline auto-injector before the child commences care and replace it before the expiry date.
- Inform the service immediately of any changes to their child's medical condition, prescribed medication or emergency contact information.
- Participate in the development and review of Individual Medical Management Plans, Risk Minimisation Plans and Communication Plans.
- Work collaboratively with educators to support their child's safe participation in all aspects of the program.

Students, Volunteers and Relief Educators

Will:

- Follow all service procedures relating to anaphylaxis management.
- Work under the guidance and supervision of educators.
- Be familiar with relevant emergency response procedures appropriate to their role.
- Immediately report any concerns regarding children's health, safety or potential allergen exposure to an educator or the Centre Director.
- Maintain the confidentiality and privacy of children's medical information.

GLEN IRIS CHILD CARE AND KINDERGATEN IN PRACTICE

At Glen Iris Child Care and Kindergarten, anaphylaxis management is embedded into our everyday practices through proactive planning, strong partnerships with families and a shared commitment to children's health, safety and inclusion.

Educators work collaboratively with families to understand each child's individual needs and implement personalised strategies that minimise risks while ensuring children continue to participate confidently in all aspects of the educational program. Children's medical management plans, ASCIA Action Plans and emergency medication are regularly reviewed to ensure they remain current and readily accessible.

Our allergy-aware approach is reflected in daily routines, including safe food preparation and meal times, thoughtful planning of cooking experiences, celebrations, excursions and special events, and ongoing supervision to reduce exposure to known allergens. Rather than excluding children from experiences, educators make reasonable adjustments that promote participation, belonging and inclusion.

Educators participate in ongoing professional learning, emergency response practice and reflective discussions to strengthen their confidence and preparedness in recognising and responding to anaphylaxis. Following incidents, near misses or changes to a child's medical needs, the team critically reflects on current practices and implements improvements that enhance children's safety and wellbeing across the service.

CHILDREN'S VOICE IN ACTION

Children are encouraged to develop an understanding of healthy and safe practices in ways that are meaningful and appropriate to their age and stage of development.
Educators support children to:

- Recognise the importance of washing their hands before and after eating.
- Understand that some foods may make other people very sick.
- Respect that food, drinks and utensils are not shared with others.
- Develop empathy and respect for children's individual health needs.
- Ask educators for help if they are concerned about themselves or a friend.
- Participate in discussions that promote inclusion, kindness and keeping everyone safe.

Children's ideas, questions and observations are valued and used to strengthen safe practices while promoting a culture of care, responsibility and belonging.

EXCEEDING PRACTICE

Glen Iris Child Care and Kindergarten recognises that effective anaphylaxis management extends beyond legislative compliance. We embed best practice through proactive planning, continuous improvement and a strong culture of shared responsibility.
We achieve this by:

- Partnering closely with families and health professionals to develop individualised management strategies.
- Regularly reviewing Individual Medical Management Plans, ASCIA Action Plans and Risk Minimisation Plans to ensure they remain current and responsive to each child's needs.
- Providing ongoing professional learning, emergency response practice and reflective discussions that build educator confidence and capability.
- Reviewing incidents, near misses and identified hazards to strengthen risk minimisation strategies and improve service practices.
- Embedding allergy-aware practices into daily routines, meal times, celebrations, excursions and curriculum experiences.
- Supporting every child to participate safely and meaningfully through inclusive practices and reasonable adjustments.
- Using feedback from children, families and educators to inform policy review, professional learning and Quality Improvement Plan goals.

CONTINUOUS IMPROVEMENT

Glen Iris Child Care and Kindergarten is committed to continually strengthening anaphylaxis management practices to ensure the ongoing health, safety, wellbeing and inclusion of every child.
This policy will be reviewed through:

- Feedback from children, families and educators.
- Reviews of allergic reactions, near misses and emergency responses.
- Audits of Individual Medical Management Plans, ASCIA Action Plans and emergency medication.
- Monitoring educator anaphylaxis management qualifications and professional learning.
- Risk assessments of learning environments, meal times, excursions and special events.
- Staff meetings, critical reflection and collaborative discussions.
- Updates to ASCIA guidelines and recognised best practice.
- Changes to legislation, regulations and Department of Education requirements.
- Quality Improvement Plan goals and ongoing service self-assessment.

Continuous improvement ensures our anaphylaxis management practices remain responsive, evidence-informed and focused on promoting children's health, safety, inclusion and wellbeing.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **Section 167** – Protection from harm and hazards.
- **Section 168** – Education and care services must have policies and procedures.

Education and Care Services National Regulations 2011

- **Regulation 90** – Medical Conditions Policy.
- **Regulation 91** – Medical Conditions Policy to be provided to parents.
- **Regulation 92** – Medication record.

- **Regulation 93** – Administration of medication.
- **Regulation 94** – Exception to authorisation requirement.
- **Regulation 95** – Procedure for administration of medication.
- **Regulation 96** – Self-administration of medication.
- **Regulation 136** – First aid qualifications.
- **Regulation 137** – Emergency and first aid qualifications.
- **Regulation 162** – Health information to be kept in enrolment record.
- **Regulation 168** – Education and care service policies and procedures.
- **Regulation 170** – Policies and procedures to be followed.
- **Regulation 173** – Prescribed information to be displayed.

National Quality Standard
Quality Area 2 – Children's Health and Safety

- **QA2.1.1** – Wellbeing and comfort.
- **QA2.1.2** – Effective illness and injury management and hygiene practices are promoted and implemented.
- **QA2.2.1** – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Quality Area 4 – Staffing Arrangements

- **QA4.2.1** – Professional collaboration supports continuous improvement, resulting in a positive professional culture.

Quality Area 7 – Governance and Leadership

- **QA7.1.2** – Systems are in place to manage risk and enable the effective management and operation of a quality service.

Victorian Early Years Learning and Development Framework (VEYLDF) V3.0
Practice Principles

- Partnerships with Families.
- Equity, Inclusion and High Expectations.
- Respectful Relationships and Responsive Engagement.
- Assessment for Learning and Development.
- Collaborative Leadership and Team Learning.

Learning and Development Outcomes

- **Outcome 1** – Children have a strong sense of identity.
- **Outcome 2** – Children are connected with and contribute to their world.
- **Outcome 3** – Children have a strong sense of wellbeing.

Victorian Child Safe Standards
This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 3** – Children and young people are empowered about their rights and participate in decisions affecting them.
- **Standard 4** – Families and communities are informed and involved in promoting child safety and wellbeing.
- **Standard 5** – Equity is upheld and diverse needs are respected.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

Other Relevant Legislation and Guidance

- Disability Discrimination Act 1992 (Cth).
- Disability Standards for Education 2005 (Cth).
- Equal Opportunity Act 2010 (Vic).
- Occupational Health and Safety Act 2004 (Vic).
- Food Act 1984 (Vic).
- Food Standards Australia New Zealand (FSANZ) Food Standards Code.
- Australasian Society of Clinical Immunology and Allergy (ASCIA) Guidelines.
- ASCIA Action Plans for Anaphylaxis.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Administration of Medication Policy
- Child Safe Environment Policy
- Dealing with Medical Conditions Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Excursions and Regular Outings Policy
- Food Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition, Food and Beverages Policy
- Privacy and Confidentiality Policy
- Risk Management Policy
- Safe Transportation Policy
- Supervision Policy
- Workplace Health and Safety Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Individual Medical Management Plans.
- ASCIA Action Plans for Anaphylaxis.
- Individual Risk Minimisation Plans.
- Communication Plans.
- Medication Records.
- Emergency Contact Records.
- Educator Anaphylaxis Qualification Register.
- Professional Learning Records.
- Excursion Risk Assessments.
- Incident, Injury, Trauma and Illness Records.
- Critical Reflection Records.
- Quality Improvement Plan.

EVIDENCE OF PRACTICE

- Current Individual Medical Management Plans for all children diagnosed at risk of anaphylaxis.
- Current ASCIA Action Plans displayed in agreed locations.
- Prescribed adrenaline auto-injectors readily accessible and within expiry dates.
- Individual Risk Minimisation Plans and Communication Plans.
- Educators holding current approved anaphylaxis management qualifications.
- Records of educator induction and ongoing professional learning.

- Allergy-aware practices embedded into meal times, celebrations and curriculum experiences.
- Excursion risk assessments identifying allergy management strategies.
- Documentation of emergency response practice and critical reflection.
- Accurate incident records and follow-up actions.
- Quality Improvement Plan goals supporting children's health, safety and inclusion.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to providing a safe, inclusive and responsive environment for children diagnosed as being at risk of anaphylaxis.
Reflective questions include:

- Have effective risk minimisation strategies been implemented for each child?
- Do educators feel confident recognising and responding to anaphylaxis?
- Are Individual Medical Management Plans, ASCIA Action Plans and emergency medication current and readily accessible?
- Have families been actively involved in developing and reviewing management plans?
- Are allergy-aware practices consistently implemented across all learning environments?
- Were emergency procedures followed effectively during incidents, drills or near misses?
- Have recent incidents or near misses identified opportunities to strengthen our practices?
- What additional professional learning or resources would further support educator confidence?
- How can we continue to strengthen children's inclusion while maintaining their health, safety and wellbeing?

Outcomes from these reflections inform policy review, educator mentoring, professional learning, risk assessments, Quality Improvement Plan goals and continuous improvement across the service.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Child Care and Kindergarten Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, Education and Care Services National Regulations, National Quality Standard, Victorian Early Years Learning and Development Framework (VEYLDF) V3.0, Victorian Child Safe Standards and ASCIA best practice guidelines.