



## Attachment 3 Child Allergy Risk Minimisation Checklist

The Nominated Supervisor is the Nominated Staff Member who liaises between the parents/guardians of the child at risk of Anaphylaxis and the Approved Provider (ie the committee), arranges for the kinder to have its own epi pen, carries out monthly checks to ensure the adrenaline auto injector kits are complete and that the device itself are unused and in date, and leads the practise sessions for staff who have undertaken anaphylaxis management training.

<b>Name of Child</b>	
<b>Group</b>	
<b>Child's Teacher</b>	
<b>Parent's name(s)</b>	

Staff who are responsible for the child at risk will

- be fully aware of the child's ASCIA action plan for anaphylaxis
- have discussed with their co worker(s) what action will be taken if the child has an anaphylactic reaction eg:
  - who will administer the adrenaline auto injector devise
  - who will telephone 000
- have a current Anaphylaxis Management Certificate and First Aid Certificate
- participate in yearly update including practise scenarios of the management plan
- practise with an adrenaline auto injector devise trainer quarterly

Allergen	Potential Sources	Strategy
List all known allergens	List potential sources of exposure to each known allergen	Requesting that certain foods/items not be brought into the centre.

Allergen	Potential Sources	Strategy

Action	Date	Comments
Family provided with a copy of the Anaphylaxis Policy A copy of this policy is available to all Families on the Kinder website		
Family provides <ul style="list-style-type: none"> <li>the child's ASCIA action plan for anaphylaxis signed by the child's doctor and states the type of adrenaline auto injector device</li> <li>an unused, in date in it's original box adrenaline auto injector device</li> <li>a treat box.</li> </ul>		
Staff place the child's ASCIA action plan for anaphylaxis on the wall near the kitchen door		
Staff to assemble the adrenaline auto injector kit and place on the wall near the kitchen door. The kit is inside an insulated bag. On the outside is <ul style="list-style-type: none"> <li>the child's name</li> <li>photo</li> <li>group</li> <li>type (epi-pen /ana-pen )and expiry date of the adrenaline auto injector device</li> </ul> Inside the bag <ul style="list-style-type: none"> <li>the adrenaline auto injector device</li> <li>the flattened original box</li> <li>a copy of the child's ASCIA action plan for anaphylaxis</li> <li>medication permission form</li> <li>enrolment details with telephone numbers for parents /guardians, doctor and emergency contacts</li> </ul>		
Medication permission form is signed and a date for review and resigning the permission form is set for the start of term 3		
Centre has its own Epi-pen		

Action		Date	Comments	
Parents given dates of proposed excursions.				
Kinder Epi-pen kit taken on excursions and the Child's Kit taken on Excursions				
	Excursion Name & location	Date	Adrenaline auto injector kit taken (Staff member sign)	Parents advised
All families are made aware that no child who has been prescribed an adrenaline auto injector device is permitted to attend the centre without that device			This is included in Allergy Alert — Risk Minimisation Strategies given to all parents at the start of the year.	
Staff including relief staff are <ul style="list-style-type: none"><li>• able to identify the child at risk</li><li>• know where the adrenaline auto injector devise and the child's ASCIA action plan for anaphylaxis plan are located</li></ul>			Note procedures to inform relief staff and visitors.	
Check the adrenaline auto injector device for the expiry date			The Nominated Supervisor child's teacher and parent must check the device regularly.	
Written request sent to all families requesting that specific procedures be followed to minimise the risk of exposure to the known allergen			This is included in the Allergy Alert - Risk Minimisation Strategies	
Allergy Alert given to all families.				
Any specific request made in the first newsletter.				
Parents to inform staff of any change to their child's allergy status			Parents will provide a new ASCIA action plan for Anaphylaxis reflecting any change.	
Staff to inform families attending the centre - in writing of any change in allergen			This can be done through the newsletter.	

Action	Date	Comments
Staff discuss with children about having safe and healthy snacks.		Children are closely supervised when eating and are regularly reminded about the importance of no food sharing
In the event of an allergen being brought into the centre staff will *wash hands and face *thoroughly clean the table chair *inform the parent, of the child at risk, the parents of the child who brought the allergen into the centre, the president		Reminders sent out to the community about our risk minimisation strategies
Parents informed and consulted whenever there are events involving food		Activities and ingredients used will be consistent with the risk minimisation strategies.
Genic ASCIA Action Plan for Anaphylaxis displayed in a key location.		on the wall near the kitchen door and by the evacuation plans
Sign on the notice board advising there are children at risk attending the centre-		
Parent permission given. (If the name of the child at risk appears on this sign.)		