Risk Minimisation Plan Allergy

Hastings Childcare & Community Kinder

Childs Name:	Archie Presti
Date of Birth:	22/09/2022
Information from Guardian	How do you manage this Allergy requirement? What do you give currently to eat in place of this food, do you omit egg entirely? Omit egg entirely What happens if your child does ingest egg (symptoms)? Rash instantly forms around his month/ cheeks area, may also get some swelling of the lips. Are the symptoms severe, moderate or mild? Symptoms are mild to moderate. Will only get rashing/ mild lip swelling around the mouth How do our staff need to respond to these symptoms if your child is at childcare/kinder? Does your child require medication? If ingested, 2.5ml of Telefast will need to be given as soon as possible, rash should significantly decrease after an hour of having Telefast.
Name of Medication	Telfast Hayfever Allergy Relief Kids Antihistamine
Severity of Condition:	Moderate Allergic reaction
Known triggers:	Egg
Date of Implementation:	9/1/2024
Review Date (on Action/Management Plan):	9/1/2025

Risks: (Risk rating: Low-Medium-High)

Risk 1: Child suffers allergic reaction while in care/kinder. – Low
Risk 2: There is a change to the allergy triggers or the reaction severity. – Low
Risk 3: Staff are not aware child is attending on a given day. – Low
Risk 4: Staff forget or are not aware of the allergy. – Low
Risk 5: Child consumes allergy food by accident. - Low

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How will these risks be minimised?	How we communicate this to all relevant parties
Risk 1: Child suffers allergic reaction while in care/kinder. Low. Child will be monitored across the day for signs of an allergic reaction (as outlined on action plan). If the child shows symptoms of allergic reaction their action plan will be followed. At least one educator or one nominated supervisor who has undertaken currently approved first aid qualification, Anaphylaxis management training and emergency asthma management training are always on the premises. The incident, injury, trauma and illness policies and procedures include procedures to be followed if a child becomes ill (regulation 85). An incident, injury, trauma and illness record must be kept that includes details of any illness that becomes apparent while a child is being educated and cared for and details of any medication administered, or first aid provided, and any medical personnel contacted.	The room leader and the director sign the acknowledgement section. The room leader will ensure other educators, staff, students, & volunteers who work with this child are informed about this condition and plan. The room leader signs off on risk minimization plans when they are reviewed to ensure that other educators, staff, students, & volunteers who work with this child informed of all updates and changes. Incident, injury, trauma and illness policies and procedures are available, and all staff are trained in them. Educators and teachers have a responsibility to complete an incident, injury, trauma, and illness record that includes details of any illness that becomes apparent while a child is in care. (If the room leader is absent the educator next in charge will need to ensure other educators, staff, students, & volunteers who work with this child are informed about this condition & plan.)
Risk 2: There is a change to the allergy triggers or the reaction severity. Low	• Parents will communicate any changes to their child's medical condition immediately in writing via info@hastingscck.vic.edu.au • The nominated supervisor will communicate with educators and Cook (if relevant) any changes to child's medical condition. • The risk minimisation and communication plan will be reviewed annually or when changes are identified.
Risk 3: Staff are not aware child is attending on a given day. Low	• Families will ensure that changes of attendance and absences are notified to the centre by marking them absent on the Xap App. • Room leader/nominated supervisor will communicate to ensure all educators, volunteers and cook know when the child is in attendance. • Cook to check each day who is in attendance via Xap and plan meals accordingly
Risk 4: Staff forget or are not aware of the allergy. Low	• Food is served on an easily identifiable red plate/bowl for all meals to reduce risk of cross contamination. • Practices and procedures ensuring that all educators, staff, and volunteers can identify the child & the child's dietary requirements due to their allergy. • Allergy tag on Xap • Practices and procedures for the safe handling & preparation of food o thoroughly wiping down tables and highchairs after meals

	o children and staff should wash their hands before and after eating. • Consumption and service of food policies are in place and implemented. • Dietary Requirements/Allergy's/Intolerances summary displayed in each room & kitchen. • Allergies and medical conditions are regularly spoken about at staff meetings.
Risk 5: Child consumes allergy food by accident. Low	• Educating children about not sharing food and drinks is vital. Careful supervision of meal and snack times can help to minimise the risk of food being shared. • Do not allow children to wander whilst they are eating food. • Clean up spills immediately. • Where possible especially for infants they will be fed in a highchair or in a space slightly away from other peers to reduce risk of food sharing etc If consumption occurs • Child will be closely monitored for symptoms. • Action Plan will be followed as required. • Incident injury trauma and illness record will be completed. • Family will be notified. • If required, children will be collected from the service.

As per our Management of Medical Conditions Policy for each child enrolled who has a diagnosed health care need, allergy, or relevant medical condition:

	Education and care services must:	Parents/Guardians must:
Before the first day of attendance at the service	• require a parent to provide a medical management plan for the child. • in consultation with the child's parents, develop a risk minimisation plan in relation to the child. • record any prescribed health information and keep the medical management plan, anaphylaxis medical management plan (if applicable) and risk minimisation plan on the enrolment record. • ensure any relevant authorisations for the administration of medication are recorded on the enrolment record.	• provide a medical management plan to the service for their child. • participate in the development of a risk minimisation plan in relation to their child's diagnosed health care need, allergy, or relevant medical condition
During the attendance of the child at the service	• monitor the safety, health, and wellbeing of the child. • regularly review the risk minimisation plan for the child • ensure that parents are regularly asked to provide any updated information relating to the nature of, or management of, their child's diagnosed health care need, allergies, or relevant medical condition. • if necessary, ensure an updated medical management plan is provided by the child's parents. • ensure the practices and procedures of the service are inclusive of the child.	• inform the service of any relevant changes relating to the nature of, or management of, the child's diagnosed health care need, allergies, or relevant medical condition. • if necessary, provide an updated medical management plan for the child

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Communication Plan

Current Staff

- The room leader will ensure other educators, staff, students, & volunteers who work with this child are informed about this condition and plan.
- The room leader signs off on risk minimization plans when they are reviewed to ensure that other educators, staff, students, & volunteers who work with this child informed of all updates and changes.

(If the room leader is absent the educator next in charge will need to ensure other educators, staff, students, & volunteers who work with this child are informed about this condition & plan.)

New Staff

- As per the Educator Induction Checklist all new staff to Hastings Childcare Centre will be inducted by the Director/Assistant Director/Nominated Supervisor and informed verbally of all Children with relevant medical conditions.
- Director/Assistant Director/Nominated Supervisor will cover the Child/ren's Allergy/Asthma Action Plan and their Risk Minimisation Plan, as well as where the medication is located.
- Room leaders will check that new staff in their room are clear on this information.

Parents

- It is crucial that there is open communication between staff at Hastings Childcare and the parents/guardians.
- Parents/Guardians are encouraged to alert Hastings Childcare Staff about any issue's affecting their child's allergies or asthma.
- Parents/Guardians will be personally notified about any potential changes to the menu or program that might affect their child.

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Acknowledgements

Director/Assistant Director:	Signature:

Parent Acknowledgement

By signing below, I acknowledge I have read, understood, and will abide by the attached risk minimisation plan. I am aware of my roles & responsibilities to inform the service of any relevant changes relating to the nature of, or management of, the child's diagnosed health care need, allergies or relevant medical condition & if necessary, provide an updated medical management plan for the child. I agree that I will follow the appropriate processes & procedures relating to this plan in the context of the daily operation of Hastings Childcare. I also give permission for this information & the information on my child's Management/Action Plan (including a current photo of my child) to be prominently displayed in designated locations within the service.

Parent Name:	Signature:

Room Leader Acknowledgement

By signing below, I acknowledge I have read, understood, and will abide by the attached risk minimisation plan. I am aware of my roles / responsibilities, will follow the appropriate processes & procedures relating to this plan in the context of the daily operation of Hastings Childcare & Community Kinder. I will ensure other staff who work with this child are informed about this condition and plan.

Room Leader Name:	Signature: