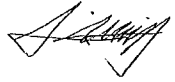
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: ALLERGIES		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. Policy Statement

- 2.1. The YMCA will aim to provide safe and effective care of children by ensuring that staff are fully aware of reactions to and management of, any child's allergies.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Anaphylaxis
- 3.2. Medication
- 3.3. Duty of Care
- 3.4. OH&S
- 3.5. Critical Incidents
- 3.6. First Aid

4. Responsibilities & Delegations


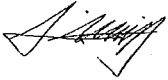
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Health and Safety Act
- 5.2. Duty of Care
- 5.3. National Standards
- 5.4. Q&A Principles.


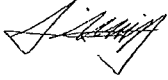
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: ALLERGIES		Author: CHILDCARE TASKFORCE

7. Procedures

- Parents will be asked to inform the centre of any allergies the child may have at the time of enrolment. Parents will be required complete an Allergy Form and attach a photo of the child.
- This information will be recorded on the child's enrolment form and displayed for all staff to have access. Keeping in mind the privacy of the child/family.
- Where a child has an allergy the parents will be asked to supply a letter from their doctor explaining the signs and symptoms if the child is exposed to the allergen and to explain ways the staff provide assistance to the child if exposure occurs.
- Should a child have an anaphylactic history, staff is to be made aware of the dangers and contact 000 in an emergency. The parents/guardians must be contacted if the child has a reaction.
- In the event of anaphylactic reactions, parents will be asked to sign and document any medical forms and procedures regarding their child's anaphylactic reactions. Parents also need to provide their child's epi-pen and a recent photo of the child, to be displayed within an area that is accessed by all staff and in all food preparation areas. As stated in the Anaphylaxis Policy
- If a food allergy exists, parents will be asked to supply any particular diet if required.
- All food allergies will be placed on a notice near the kitchen area to remind staff. A list of what they cannot eat along with alternatives will be recorded.
- All staff are to make sure they aware of this list.
- All relief staff will be informed of the list on initial employment.
- In response to the increase in nut allergies amongst children the YMCA of Sydney aims to be a NUT Free Zone. Parents / Guardians are asked to assist the YMCA by not providing their children with any Nut or Nut Products whilst in our care.

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: ALLERGIES		Author: CHILDCARE TASKFORCE

8. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

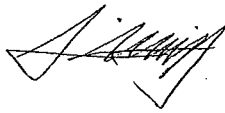
I endorse the Allergies Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

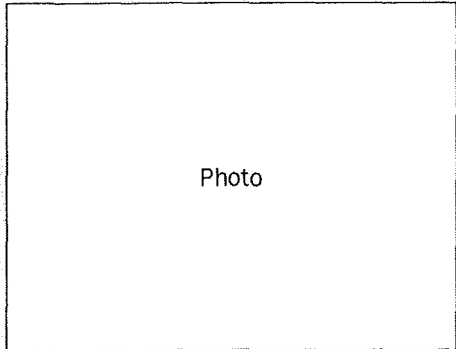
Name: *Liam Whitley*
Group Manager

Signature: 

Date: 7 December 2009

Name: _____

Date of birth: _____



Allergens to be avoided: _____

Family/carer name(s): _____

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by: _____

Dr _____

Signed _____

Date _____

Note: The ASCIA Action Plan for Allergic Reactions is for people with mild to moderate allergies, who need to avoid certain allergens. For people with severe allergies (and at risk of anaphylaxis) there are ASCIA Action Plans for Anaphylaxis, which include adrenaline autoinjector instructions.

MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- tingling mouth
- abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- **for insect allergy, flick out sting if it can be seen (but do not remove ticks)**
- stay with person and call for help
- give medications (if prescribed)
- contact family/carer



Watch for any one of the following signs of Anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- loss of consciousness and/or collapse
- pale and floppy (young children)

ACTION

- 1 Call Ambulance if there are any signs of anaphylaxis - telephone 000 (Aus) or 111 (NZ)**
- 2 Lay person flat and elevate legs. If breathing is difficult, allow to sit but do not stand**
- 3 Contact family/carer**

Additional information _____

Outside School Hours Care

MEDICAL INFORMATION SHEET

PHOTO HERE:

NAME: _____

AGE: _____ DOB: _____

SCHOOL: _____

CONDITION: _____

MEDICARE NO: _____

PRIVATE INSURANCE: _____

Triggers (things to avoid):

PROCEDURE IF ALLERGY/CONDITION ACTIVATED:

1. _____
2. _____
3. _____

EMERGENCY CONTACTS: Provide Name, Relationship & contact number.

1. _____
2. _____
3. _____

DOCTOR CONTACT DETAILS: _____



YMCA

We build strong **PEOPLE**
strong **FAMILIES**
strong **COMMUNITIES**



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

DATE

Dear Parent,

Please be aware that we will be caring for a young child with a severe PEANUT ALLERGY. We would appreciate your help in keeping peanut items, including PEANUT BUTTER, NUTELLA, SNICKERS BARS and any other NUT product out of the centre. Your help in this matter would be of great importance to us and the family concerned.

As peanut products are already banned from the centre this should not be an issue.

Yours sincerely,

XXXXXXXXXX XXXXXXXX
Coordinator XXXXXXXXXXXX YMCA

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CHILDRENS SERVICE MANAGER

YMCA of Sydney
ADDRESS

Telephone: (02) XXXX XXXX

Facsimile: (02) XXXX XXXX

Email: XXXXXXXXXXXX@ymca.org.au

Web: www.sydney.ymca.org.au/XXXXXXXXXXXXXXXXXXXX