
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDREN'S SERVICES	Pages: [03] Version No: [03] Date: [01/01/2011]
	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.

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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.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009
3	New structure	AM. Nolan	January 2011

I endorse the Allergies Policy.

Name: Anne-Mary Nolan
Children's Services Program Manager

Signature:



Date: 10 January 2011

Name: Liam Whitley
General Manager Children's Services

Signature:



Date: 10 January 2011

