

YMCA Victoria Policy – Anaphylaxis Policy

Procedure Number	Date Approved	Date Last Amended	Status
CP227-O (PO)	29/07/2019	31/07/2019	Current

1. PURPOSE

Anaphylaxis is a severe, life-threatening allergic reaction. YMCA Victoria believe that the safety and wellbeing of participants who are at risk of anaphylaxis is a whole-of-community responsibility. All YMCA Victoria are committed to:

- Providing, as far as practicable, a safe and healthy environment in which participants at risk of anaphylaxis can participate equally in all aspects of YMCA programs and experiences.
- Raising awareness about allergies and anaphylaxis amongst the service community and participants in attendance.
- Actively involving the parents/guardians and user groups of those who are at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for them.
- Ensuring each staff member and other relevant adults have adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Facilitating communication to ensure the safety and wellbeing of participants at risk of anaphylaxis.

The aim of this policy is to:

- Minimise the risk of an anaphylactic reaction occurring while the participant is in the care of the YMCA program or service.
- Ensure that YMCA staff members and relevant user group personnel respond appropriately to an anaphylactic reaction by following the participants ASCIA Action Plan for Anaphylaxis. Raise the service community's awareness of anaphylaxis and its management through education and policy implementation.

2. SCOPE

This Procedure applies to The Young Men's Christian Association of Victorian Inc and related entities and The Victorian YMCA Youth and Community Services Inc. For the purposes of this document we refer to these entities as the YMCA.

The scope of this Procedure applies to all Board members, Sub Committee members, staff and volunteers.

The scope of this policy applies to all YMCA Children's Programs that operate under the Education and Care Services National Regulations 2011, including Before and After School Care Services, Holiday Programs, Early Learning Centres and Kindergartens.

The scope also applies to YMCA crèche and limited hours' services who operate under the Victorian Children's Services Regulations 2009.

All YMCA Victoria Camping Programs are also included in the scope of this policy.

3. POLICY – YMCA VICTORIA REQUIREMENTS

This policy is to be read and followed in conjunction with the YMCA Victoria Anaphylaxis Procedure.

In each YMCA Program or Service, the Person with Management and Control and the Nominated Supervisor will;

- Ensure that all relevant staff members have completed first aid and anaphylaxis management training and update every 3 years; as required by Sector regulator or YMCA position description.
- Ensure there is an anaphylaxis management policy in place.
- Ensure that the policy is available to a parent/guardian and user groups of each participant diagnosed at risk of anaphylaxis at the service.
- If an emergency Adrenaline Auto-Injection device (in date) is available in the main First Aid kit, ensure it is used in accordance with direction from emergency services.
- Ensure that all staff in all services; as required by Sector regulator or YMCA position description undertake accredited training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months, recording this in the staff record.
- Ensure that participants diagnosed with anaphylaxis provide their ASCIA Action Plan for Anaphylaxis, accompanying medication and other relevant supporting documentation as specified in the YMCA Victoria Anaphylaxis Procedure.
- Ensure that all staff adhere to the accompanying YMCA Victoria Anaphylaxis Procedure.

4. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Children's Services Act 1996

Children's Services Regulations 2009

5. DEFINITIONS

Allergen	A substance that can cause an allergic reaction.
Allergy	An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.
Allergic reaction	<p>A reaction to an allergen. Common signs and symptoms of a mild to moderate allergic reaction include:</p> <ul style="list-style-type: none"> • swelling of the lips, face, eyes, • hives or welts, • tingling mouth, • abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)
Anaphylaxis	<p>A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing and/or circulation systems. These include:</p> <ul style="list-style-type: none"> • difficult/noisy breathing • difficulty talking and/or hoarse voice • swelling of tongue • wheeze or persistent cough, • persistent dizziness or collapse • pale or floppy (young children).
ASCIA Action Plan for Anaphylaxis	An action plan prepared and signed by a Medical or Nurse Practitioner. Providing the participants name and date of birth, their confirmed allergies, an area for current coloured photograph of the participant, family/emergency contact details, the name of the practitioner completing the plan, and signature authorising medications specified on this plan. Clear instructions on treating anaphylaxis in line with the ASCIA Action Plan for Anaphylaxis.
Anaphylaxis Management Training	<p>Accredited anaphylaxis management training, which can be sourced via the following links –</p> <p>https://www.acecqa.gov.au/qualifications/nqf-approved and https://www.education.vic.gov.au/childhood/providers/regulation/Pages/anaphylaxis.aspx</p>
Adrenaline auto-injection device	A device containing a single dose of adrenaline (ephenephine), delivered via a spring-activated needle, which is concealed until administered.
EpiPen®:	This is one form of an auto-injection device containing a single dose of adrenaline, delivered via a spring-activated needle, which is concealed until administered. Two strengths are available, an EpiPen® and an EpiPen Jr®, and are prescribed according to the child's weight. The EpiPen Jr® is recommended for a child weighing 10-20kg. An EpiPen® is recommended for use when a child is in excess of 20kg.

Intolerance	Often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system.
Participants at risk of anaphylaxis	Those participants whose allergies have been medically diagnosed and who are at risk of anaphylaxis.
Communication Plan	A plan that forms part of the policy outlining how the service will communicate with parents and staff in relation to the policy and how parents and staff will be informed about risk minimisation plans and emergency procedures when a child diagnosed at risk of anaphylaxis is enrolled in the service.
Risk Minimisation	The implementation of a range of strategies to reduce the risk of an allergic reaction including removing, as far as is practicable, the major sources of the allergen from the service, educating parents and children about food allergies and washing hands after meals.
Risk Minimisation Plan	A plan specific to the service that specifies each child's allergies, the ways that each child at risk of anaphylaxis could be accidentally exposed to the allergen while in the care of the service, practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children at risk of anaphylaxis and staff at the service and should be reviewed at least annually, but always upon the enrolment or diagnosis of each child who is at risk of anaphylaxis.

6. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Managers and Supervisors	<p>Ensure the YMCA Victoria Anaphylaxis Policy is implemented in their workplace.</p> <p>Ensure all YMCA Personnel, including the Nominated Supervisor, receive relevant procedure induction and training.</p> <p>Ensure all YMCA Personnel understand and can access the policy, and other related policies and procedures, and comply with them at all times.</p>
Children's Programs General Manager	<p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice</p>

			on the continuous improvement of the policy.
Policy (PPG)	Procedure	Group	Approve the Policy

7. QUALITY ASSURANCE ACTIVITIES

The YMCA Victoria Anaphylaxis Policy will be reviewed every three years or as required based on legislative changes.

The ongoing monitoring and compliance to this policy will be overseen by Area/Service Managers. Each service or centre will complete an annual self-assessment across this policy and accompanying procedure.

For services operating under the Education and Care Services National Regulations 2011 and Victorian Children's Services Regulations 2009; The National Quality Framework Assessment and Rating process, and Service Approval conditions, will also assist in the external audit and monitoring of the procedure, by Authorised Officers of the Department of Education and Training.

The evaluation of the policy will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

8. SUPPORTING DOCUMENTS

- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Children's Services Act 1996](#)
- [Children's Services Regulations 2009](#)
- [Occupational Health and Safety Act](#)
- [Australasian Society of Clinical Immunology and Allergy \(ASCI\)](#)
- [Anaphylaxis Australia Inc](#) and telephone support line 1300 728 000
- [Royal Children's Hospital, Department of Allergy](#) and Anaphylaxis Advisory Support Line Telephone 1300725911
- [YMCA Victoria Risk Minimisation and Communication Plan](#)
- [Asthma, Allergy and Anaphylaxis Medication Authorisation & Sign in Log](#)
- [YMCA Ynet Policy and Procedure Library](#) including;
 - Anaphylaxis Procedure
 - Medical Conditions in Children's Programs Policy
 - Administration of Medication in Children's Programs Procedure

Administration of First Aid in Children's Programs Policy
 Enrolment and Orientation in Children's Programs Policy
 Orientation of Children in Children's Programs Procedure
 Arrival and Departure in Children's Programs Policy & Procedure

9. APPROVAL AND REVIEW

Meeting Approved: Policy and Procedure Group
Meeting Approved Date: 31/07/2019
Policy Effective Date: 10/09/2019
Policy Review Date: 10/09/2022
Policy Owner: Amanda Locke – General Manager Children's Programs
Contact Details: Amanda.locke@ymca.org.au

Amendments

Version	Date	Author	Change Description
V1	18.6.12	Kate Phillips	Copied Anaphylaxis Model Policy into YMCA Policy Template, including; Updated Section 6 and 7 to incorporate feedback from Governance Secretariat Policy Focus Group Feedback Updated 8. Supporting documents to include Educator resources, and links for all resources and legislation.
V2	9.9.15	Brianna Stevenson	Updated information on out of date Auto-Injection devices. Medical plans to be reviewed annually. Updated that each service to have an emergency Auto-Injection device in their main first aid kit. Updated scope to include Occasional Care/Creche. Updated the Monitoring and Review process to be an annual policy self-assessment conducted by the service. Updated links to supporting documents.
V2	22.09.2015	Alix MacInnes	Approved at OLT 22/09/2015
V3	31.07.2019	Emily Moody	Policy name change from Anaphylaxis Policy in Children's programs to Anaphylaxis Policy. Scope to include Camping. Updated links to supporting documents.