

Food Allergies Procedure

The Head Teacher will ensure:

- That parents have completed the Individual Child's Health Plan either on centre enrolment or as soon as the centre is advised of the condition. This form will be used in the interim until the 'ASCIA Action Plan' has been completed and returned. The original is to be kept in the preventative medicine folder.
- The child's parents will be given ASCIA Action Plan form for their Medical Practitioner to fill out. This form replaces the Medical Action Plan when completed and returned. The original is to be filed with the enrolment form and a copy kept in the preventative medicine folder.
- The child's name and the foods that they are allergic to is to be added to the form displayed in the in the preventative medicine folder.
- Any health plan that requires the service to hold medication requires the medicine form for category ii medicine to be completed and signed by parents twice daily.
- The health plan is to be reviewed by teachers and parents and the medicine register for category iii medicine is to be signed by parents and teachers monthly.
- Parents need to confirm in writing if a child no longer has food allergies.
- When a health plan becomes obsolete ensure a line is put across with the word obsolete, the date and the Head Teachers initials.

Discussions regarding food allergies will take place between the Head Teacher and the parents. Parents may be requested to provide their own food for their child.

Parent's instructions regarding the dietary and allergy requirements of their child must be followed exactly.

All teachers will be made aware of the importance of these requirements.

The Centre will keep a list of all ingredients that are present in the food prepared as per the menu. Teachers will be aware of this so they can check for allergens.

The Centre will ensure that all utensils used in food preparation and areas where food is eaten are hygienically cleaned to prevent transfer of any allergens.

During times of shared food (such as a party/celebration day) the Head Teacher will talk to the parents about what their child is able to eat.

If a child has an allergic reaction or has eaten any food they may be allergic to, their parent will be notified immediately. The child's health plan will be put in place, if required.

Refer to the Ministry of Education Childhood Allergies & Anaphylaxis Guidelines booklet for further information and guidance.