

Food Allergies Procedure

The Educarer will ensure:

- Parents have completed Little Magpies Home Based Medical Action Plan either on enrolment or as soon as the Educarer is advised of the condition. This form will be used in the interim until the 'ASCIA Action Plan' has been completed (if required) and returned. The original Health Plan is to be kept with the educarer and a copy sent to the office (for filing in the child's file). The office will also send a copy to the Visiting Teacher.
- If an ASCIA Action Plan for Allergic Reaction is required, the child's Medical Practitioner will be requested to fill it out. Once completed and returned this form replaces the Little Magpies Medical Action Plan and will remain with the Educarer with a copy emailed to the office (for filing in the child's file). The office will also send a copy to the Visiting Teacher.
- Any action plan that requires the Educarer to hold medication requires a Preventative Medication form to be completed. This form is required to be reviewed, together with the Action Plan, and signed by Parents three monthly.
- Parents need to confirm in writing if a child no longer has food allergies.

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

The Visiting Teacher must be made aware of these allergies.

The Educarer 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 Educarer will talk to the parents about what their child is able to eat.

Any food supplied to the child (other than food provided by parents for their own children) will be recorded and available for inspection for 3 months after the food is served.

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

Management will ensure:

- Professional development is provided to support the Educarer in the knowledge of managing children's allergies.

Refer to the Ministry of Education Childhood Allergies suggestions for Early Childhood Centre's supporting document for information and guidance.