



Kids On Gallaghers Child Care Centre



KIDS ON GALLAGHERS CHILD CARE CENTRE **SERVICE-WIDE ANAPHYLAXIS RISK MANAGEMENT PLAN**

Related Policy	Anaphylaxis Management Policy (KOG-002)
Quality Area	QA2 – Children's Health and Safety
Prepared By	Centre Director
Responsible Person	Centre Director / Nominated Supervisor
Review Frequency	Prior to enrolment of a child diagnosed at risk of anaphylaxis, following any incident, whenever risks change and at least annually
Next Review	July 2027 (or when changes occur/enrolments)

PURPOSE

The purpose of this Service-Wide Anaphylaxis Risk Management Plan is to identify, assess and minimise the risk of exposure to allergens across Kids on Gallaghers Child Care Centre. The plan outlines the service-wide strategies implemented to support children diagnosed as being at risk of anaphylaxis, promote an allergy-aware environment and ensure effective emergency preparedness.

This document complements each child's Individual Risk Minimisation Plan, Individual Medical Management Plan and ASCIA Action Plan and supports continuous improvement in anaphylaxis management across the entire service.

SERVICE COMMITMENT

Kids on Gallaghers Child Care Centre is committed to creating an allergy-aware environment where every reasonable precaution is taken to minimise the risk of exposure to known allergens while promoting the inclusion, health, safety and wellbeing of every child.

Risk management is embedded into daily practice through proactive planning, educator training, family partnerships, environmental risk assessments, emergency preparedness and continuous review. The service recognises that effective anaphylaxis management is a shared responsibility and is committed to maintaining systems that support safe participation for all children.

CURRENT CHILDREN DIAGNOSED AT RISK OF ANAPHYLAXIS

Child	Room	Confirmed Allergen(s)	Prescribed Medication	ASCIA Action Plan Current	Medication Expiry	Review Date
Jeanette Choi	Kinder	Peanuts	EpiPen Jr	☐ Yes ☐ No	Sept 2026	14/01/2027
				☐ Yes ☐ No		
				☐ Yes ☐ No		

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WHOLE SERVICE RISK ASSESSMENT

Arrival and Departure

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Arrival & Departure	Changes to medical information not communicated. Medication not provided.	Educators complete a verbal handover with families, confirm emergency medication is present and within expiry, check for changes to medical information and ensure all required documentation is current before the child enters the learning environment.	Parent/Guardian & Responsible Educator		

Meal Times

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Meal Times	Exposure to known allergens, cross-contamination or food sharing.	Individual dietary requirements are followed, meals are clearly identified, safe food handling practices are implemented, food is not shared between children, handwashing is encouraged before and after meals and educators actively supervise meal times.	Cook & Educators		

Food Preparation

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Kitchen Food Preparation	Cross-contamination during preparation or serving.	Separate food preparation practices are followed where required, ingredients are checked, preparation surfaces and utensils are cleaned thoroughly, and educators communicate regularly with the cook regarding individual dietary requirements.	Cook & Centre Director		

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Indoor Learning Environments

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Indoor Play	Exposure through shared resources, sensory experiences or mouthing	Learning experiences are risk assessed, resources are cleaned regularly, educators supervise closely and reasonable adjustments are implemented where required.	Educators		

Outdoor Learning Environments

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Outdoor Play	Exposure to insects, plants, unknown food or environmental allergens.	Outdoor environments are inspected regularly, potential hazards are removed where possible, children are actively supervised and emergency medication accompanies children outdoors	Educators		

Sleep and Rest

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Sleep and Rest	Delayed recognition of an allergic reaction or anaphylaxis.	Active supervision is maintained in accordance with the Sleep and Rest Policy. Emergency medication remains readily accessible and educators are aware of the child's individual medical needs.	Educators		

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Cooking Experiences

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Cooking Experiences	Exposure to allergenic ingredients or cross-contamination.	Cooking experiences are planned in consultation with families where required. Ingredients are checked before use, safe alternatives are provided and educators supervise children throughout the experience.	Educational Leader & Educators		

Sensory Experiences

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Sensory Play	Allergens present in play materials such as playdough, cooking ingredients or natural materials.	Sensory materials are checked prior to use, individual allergens are considered during planning and alternative materials are provided where required.	Educators		

Celebrations and Special Events

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Excursions & Regular Outings	Limited access to emergency medication or emergency services.	Emergency medication, ASCIA Action Plans and emergency contact information accompany the child. Individual risks are considered during excursion planning and a trained educator is responsible for carrying medication.	Nominated Supervisor & Educators		

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Visitors and Contractors

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Visitors & Contractors	Visitors bring food or materials containing allergens or are unaware of allergy management procedures.	Visitors are supervised where appropriate, informed of relevant allergy-aware practices and requested not to introduce food or materials that may place children at risk.	Centre Director		

Incursions

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Incursions	Activities or materials used by presenters may contain allergens.	Presenters are informed of children's allergy requirements before attending. Activities and resources are reviewed and modified where required to ensure safe participation.	Educational Leader & Educators		

Emergency Evacuation and Lockdown

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Emergency Evacuation / Lockdown	Emergency medication unavailable during an emergency.	Emergency medication and ASCIA Action Plans accompany the evacuation bag. Educators responsible for emergency equipment are identified in advance and procedures are practised regularly.	Nominated Supervisor & Educators		

Medication Storage and Monitoring

Area Routine	Potential Risk	Current Risk Minimisation Strategies	Responsible Person	Further Action Required	Review Date
Medication Storage	Medication expired, unavailable or stored incorrectly.	Medication is stored in an accessible designated location, expiry dates are monitored monthly and families are notified before medication expires.	Centre Director / Medication Supervisor		

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SERVICE COMPLIANCE CHECKLIST

Requirement	Yes	No	N/A	Comments / Actions Required
All children diagnosed at risk of anaphylaxis have a current Individual Medical Management Plan.	☐	☐	☐	
Current ASCIA Action Plans are available and signed by a registered medical practitioner.	☐	☐	☐	
Prescribed adrenaline auto-injectors are available, clearly labelled and within expiry.	☐	☐	☐	
Individual Risk Minimisation Plans have been completed and reviewed with families.	☐	☐	☐	
Communication Plans have been implemented.	☐	☐	☐	
Medical alerts are displayed in agreed locations while maintaining confidentiality.	☐	☐	☐	
The kitchen has been informed of all current allergies.	☐	☐	☐	
Allergy lists are current and accessible to relevant educators.	☐	☐	☐	
Relief educators, students and volunteers receive relevant information before commencing duties.	☐	☐	☐	
Emergency medication accompanies children during outdoor play, excursions and emergency evacuations.	☐	☐	☐	
All educators know the location of emergency medication.	☐	☐	☐	
Emergency contact details are current.	☐	☐	☐	
Anaphylaxis emergency procedures are displayed throughout the service.	☐	☐	☐	
Educator qualifications and refresher training remain current.	☐	☐	☐	
Families have been consulted regarding any changes to their child's medical needs.	☐	☐	☐	

SERVICE COMPLIANCE CHECKLIST

Area	Compliant	Action Required	Completed By Date
Kitchen	☐		
Food Preparation Area	☐		
Dining Areas	☐		
Baby Room	☐		
Toddler Room	☐		
Junior Kinder Room	☐		
Kinder Room	☐		

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Area	Compliant	Action Required	Completed By Date
Outdoor Learning Environment	☐		
Sensory Resources	☐		
Cooking Resources	☐		
Emergency Evacuation Bag	☐		
Medication Storage Area	☐		

EDUCATOR READINESS CHECK

Requirement	Completed
Educators know the location of emergency medication.	☐
Educators understand each child's ASCIA Action Plan.	☐
Educators know emergency response procedures.	☐
Educators know who contacts emergency services.	☐
Educators know who supervises the remaining children during an emergency.	☐
Educators have participated in emergency response practice.	☐
Relief educators have received anaphylaxis information.	☐
Students and volunteers have been informed of relevant procedures.	☐

EMERGENCY RESPONSE PRACTICE

Kids on Gallaghers Child Care Centre recognises that regular emergency response practice is essential to ensuring educators remain confident and competent in responding to an anaphylaxis emergency.

The service conducts **quarterly anaphylaxis emergency response practice**, including the use of adrenaline auto-injector training devices (e.g. EpiPen® trainers), to ensure educators maintain the knowledge, skills and confidence required to respond promptly and effectively.

Emergency response practice forms part of the service's ongoing professional learning program and includes:

- Reviewing the ASCIA Action Plan for Anaphylaxis.
- Practising the correct administration of an adrenaline auto-injector using a training device.
- Reviewing individual educator roles and responsibilities during an anaphylaxis emergency.
- Reinforcing emergency communication procedures, including contacting emergency services and families.
- Reflecting on educator confidence and identifying any additional training or support required.

Records of quarterly emergency response practice are maintained separately as part of the service's professional learning and training records and are reviewed during the annual evaluation of the Anaphylaxis Management Policy.

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INCIDENTS, NEAR MISSES AND REVIEW

Kids on Gallaghers Child Care Centre is committed to using incidents, near misses and identified hazards as opportunities to strengthen service practices and minimise future risks.

Following any allergic reaction, suspected anaphylactic reaction, near miss or identified hazard, the service will:

- Review the circumstances surrounding the event.
- Consult with the child's family where appropriate.
- Evaluate the effectiveness of the child's Individual Risk Minimisation Plan, ASCIA Action Plan and Communication Plan.
- Review environmental factors, supervision practices and existing risk minimisation strategies.
- Identify opportunities to strengthen educator knowledge, service procedures and environmental controls.
- Update risk assessments, management plans or service procedures where required.
- Document outcomes in accordance with the Incident, Injury, Trauma and Illness Policy and the service's record keeping procedures.
- Use findings to inform critical reflection, policy review and continuous improvement.

CONTINUOUS IMPROVEMENT

Kids on Gallaghers Child Care Centre is committed to continuously reviewing and strengthening service-wide anaphylaxis management practices.

This Risk Management Plan will be reviewed:

- Prior to the enrolment of a child diagnosed as being at risk of anaphylaxis.
- Following any allergic reaction, suspected anaphylactic reaction or identified hazard.
- When there is a change to a child's medical needs or prescribed treatment.
- Following changes to legislation, recognised best practice or ASCIA guidance.
- Following feedback from children, families, educators or relevant health professionals.
- During annual policy review.
- As part of the service's Quality Improvement Plan and critical reflection processes.

Continuous improvement may include:

- Reviewing risk minimisation strategies.
- Updating educator training.
- Improving environmental controls.
- Strengthening communication with families.
- Updating service procedures.
- Reviewing food preparation practices.
- Improving emergency preparedness.
- Updating operational documents and checklists.

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ANNUAL REVIEW

This Service-Wide Anaphylaxis Risk Management Plan has been reviewed considering:

- ☐ Individual Risk Minimisation Plans
- ☐ ASCIA Action Plans
- ☐ Family feedback
- ☐ Educator feedback
- ☐ Environmental audits
- ☐ Quarterly emergency response practice
- ☐ Policy review
- ☐ Legislative changes
- ☐ Quality Improvement Plan

Annual Review and Action Plan

Strengths Identified

Consider:

- Are current risk minimisation strategies effective?
- Are educators confident in recognising and responding to anaphylaxis?
- Are Individual Risk Minimisation Plans and ASCIA Action Plans current?
- Are emergency medications stored correctly and within expiry?
- Are family partnerships supporting effective communication?
- Are allergy-aware practices embedded into daily routines?

Summary:

Areas for Improvement

Consider:

- Have any new risks or hazards been identified?
- Are additional environmental controls required?
- Is further educator training or professional learning needed?
- Have any changes to legislation, guidance or service practices occurred?
- Are there opportunities to strengthen communication or documentation?

Summary:

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Actions to be Implemented/ Action Person Responsible

Completed/ Date

☐☐☐

Review Completed By

Name: _____

Position: _____

Signature: _____

Date: _____

Next Review Due: _____

APPENDIX

Related Operational Documents

The following documents support this Risk Management Plan:

- ☐ Anaphylaxis Management Policy
- ☐ Individual Medical Management Plan
- ☐ Individual Risk Minimisation Plan
- ☐ Medical Conditions Communication Plan
- ☐ ASCIA Action Plan for Anaphylaxis
- ☐ Medication Record
- ☐ Quarterly Emergency Response Practice Records
- ☐ Staff Training Register
- ☐ Incident, Injury, Trauma and Illness Record
- ☐ Excursion Risk Assessments
- ☐ Emergency Evacuation Procedures
- ☐ Quality Improvement Plan
- ☐ Critical Reflection Records

These documents are maintained separately and work collectively to support the effective implementation, monitoring and continuous improvement of anaphylaxis management practices across Kids on Gallaghers Child Care Centre.