
YMCA Geelong Food Induced Anaphylaxis Policy in Camping

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 190-O	20/12/2018	20/12/2018	APPROVED

1. YG 190-O Food induced Anaphylaxis Policy in Camps

2. INTRODUCTION

This Policy is applicable to all employees/volunteers based at YMCA Camp Wyuna

Food allergy occurs in around 1 in 10 children and in about 2 in 100 adults. The most common triggers are egg, cow's milk, peanut, tree nuts, seafood, sesame, soy, fish and wheat. YMCA Geelong believe that the safety and wellbeing of our user groups who are at risk of anaphylaxis is a whole-of-community responsibility. YMCA Camps 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 the program and experiences
- Raising awareness about allergies and anaphylaxis amongst the camping community and user groups in attendance
- Actively involving the schools, user groups, parents/guardians of those who are at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for them
- Ensuring each school/user group coming on site and all staff members has 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 on camp
- Ensure that schools/user groups coming on to camp understand their roles and responsibilities in responding appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto-injection device
- Raise the community's awareness of anaphylaxis and its management through education and policy implementation

3. POLICY

YMCA Geelong recognises and adopts the Anaphylaxis Management Policy in accordance with Department of Education Ministerial Order 706 and the associated guidelines published and amended by the Department from time to time.

It is the responsibility of the school/user group to:

- School/user groups attending camp should read this Food Induced Anaphylaxis Policy prior to attending Camp.
- Return all YMCA Dietary Requirement Forms 14 days prior to coming on camp
- If a participant has been diagnosed as being at risk of anaphylaxis due to food, a copy of the **ASCIA Action Plan is mandatory** with the most recent photo of the child/adult attached in colour.
Note: The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by Medical Practitioners to a participant that is diagnosed as being at risk of anaphylaxis. The individual Anaphylaxis Management Plan must be reviewed, in consultation with the participant's parents if under the age of 18 prior to the attending a YMCA Camp.
- Inform the Camp in writing if their medical condition, in so far as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
- Bring an Adrenaline Auto injector that is current and not expired for participant.
- It is advised that schools/user groups bring a spare Adrenaline Auto injector device if any participant is diagnosed as being at risk of anaphylaxis
- School/user groups will assign a special diets coordinator who will have a duty of care for those with special dietary requirements.
- School/user groups are ultimately responsible and have a duty of care to take reasonable steps to protect the participant in their care from risks of injury and anaphylactic reactions that are reasonably foreseeable.
- School/user groups are ultimately responsible and have a duty of care to ensure the development and implementation of appropriate prevention strategies to minimise the risk of incidents of anaphylaxis.
- The Adrenaline Auto injector and each student's Individual Anaphylaxis Management Plan must be easily accessible while at Camp, and school staff/group leaders should be aware of their exact location they are stored.
- School and User Group leaders have the responsibility of directly supervising the food service of children/adults with diagnosed anaphylaxis. They must be present and check that the food meets the individuals allergen plan. They are required to sign the YMCA Camp Dietary Plan for the group after they have met onsite with the Catering Director/Lead Cook.
- School/user groups attending Camp must have a nominated person trained in the administration of the Adrenaline Auto injector to be able to respond quickly to an anaphylactic reaction if needed.

When a participant on camp is diagnosed at risk of anaphylaxis the YMCA shall also;

- Ensure no nut products or products containing nuts will be provided or prepared at a YMCA Camp as far as reasonably practical. This includes, but is not limited to peanut butter, muesli bars, Nutella, or other products containing nuts.
- Food products labelled with traces of an allergen are not served to those diagnosed as being at risk of anaphylaxis to the determined allergen.
- Use of substances containing allergens are avoided where possible.
- All cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.
- Key Camp catering staff have received training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Prior to meal times commencing, a debrief with the user group leader and YMCA Catering Co-ordinator regarding special diets. All allergies to be discussed/confirmed to ensure all relevant information has been provided.
- Individual Anaphylaxis Management Plans will be kept in the kitchen for reference during the duration of the Camp. Individual Anaphylaxis Management Plans must contain an up to date colour photo of the student.
- The Camp's Communication Plan ensures that the student's medical information and medication can be retrieved quickly if a reaction occurs at Camp.
- The Camp's Emergency Response Procedures will apply in the event of an anaphylactic reaction. Schools/user groups participating in the camp should be clear about their roles and responsibilities which are outlined in the mandatory school/user group "Welcome Briefing".
- Emergency response procedures and contact details for local emergency services and hospitals are outlined in the Camp's Emergency Response Procedures and on the Emergency Evacuation Plan.
- Cooking, art and craft games should not involve the use of known allergens.
- Consider the potential exposure to allergens when consuming food not provided by camp.
- Ensure key staff members have completed HLTAID004- Providing an emergency first aid response in a education and care setting or
HLTAID003 – First Aid + 22300VIC Course in First Aid Management of Anaphylaxis
- <https://etraining.allergy.org/au/login/index.php>
- Implement the communication strategy and encourage ongoing communication between school/user groups and staff regarding the current status of the child's allergies, this policy and its implementation
- YMCA staff practice the administration procedures of the adrenaline auto-injection device using an auto-injection device trainer and "anaphylaxis scenarios" on a regular basis, preferably quarterly. Ensure that all staff in a service know the location of the anaphylaxis medical management plan and that a copy is kept with the auto-injection device provided by the individual.

4. 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: A reaction to an allergen. Common signs and symptoms include one or more of the

following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.

Ambulance contact card: A card that the service has completed, which contains all the information that the Ambulance Service will request when phoned on 000.

Anaphylaxis: A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

Anaphylaxis medical management action plan: a medical management plan prepared and signed by a Registered Medical Practitioner providing the child's name and allergies, a photograph of the child and clear instructions on treating an anaphylactic episode. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

Anaphylaxis management training: accredited anaphylaxis management training that has been recognised by the Secretary of the Department of Education and Early Childhood Development and includes strategies for anaphylaxis management, recognition of allergic reactions, risk minimisation strategies, emergency treatment and practice using a trainer adrenaline auto-injection device. Current courses that are accredited and recognised by the Secretary are:

- HLTAID004- Providing an emergency first aid response in a education and care setting or HLTAID003 – First Aid + 22300VIC Course in First Aid Management of Anaphylaxis
- <https://etraining.allergy.org.au/login/index.php>
- *Adrenaline auto-injection device:* A device containing a single dose of adrenaline, 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.
- *Anapen®.* Is another adrenaline auto injection device containing a single dose of adrenaline, recently introduced to the Australian market.
- NB: The mechanism for delivery of the adrenaline in Anapen® is different to EpiPen®.
- *Adrenaline auto-injection device training:* training in the administration of adrenaline via an auto-injection device provided by allergy nurse educators or other qualified professionals such as doctors, first aid trainers, through accredited training or through the use of the self-paced trainer CD ROM and trainer auto-injection device.
- *Children at risk of anaphylaxis:* those children whose allergies have been medically diagnosed and who are at risk of anaphylaxis.
- *Auto-injection device kit:* An insulated container, for example an insulated lunch pack containing a current adrenaline auto-injection device, a copy of the child's anaphylaxis medical management action plan, and telephone contact details for the child's parents/guardians, the doctor/medical

service and the person to be notified in the event of a reaction if the parent/guardian cannot be contacted. If prescribed an antihistamine may be included in the kit.

- *Intolerance*: Often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system.
- *No food sharing*: The practice where the child at risk of anaphylaxis eats only that food that is supplied or permitted by the parent/guardian, and does not share food with, or accept other food from any other person.
- *Special Diets Coordinator*: A staff member nominated to be the liaison between parents/guardians of a child at risk of anaphylaxis and the licensee. This person also checks the adrenaline auto-injection device is current, the auto-injection device kit is complete and leads staff practice sessions after all staff have undertaken anaphylaxis management training.
- *Communication plan*: A plan that forms part of the policy outlining how the service will communicate with school/user groups 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.

5. SCOPE

The scope of this policy applies to all YMCA Geelong Inc, Camp Wyuna and any other camps operated by YMCA Geelong entities.

6. ROLES AND RESPONSIBILITIES	
Department/Area	Role/Responsibility
Camp Wyuna Health and Safety Officer & Catering Director	YMCA Camp Management will oversee the implementation and service adherence to this policy (ie policy compliance). Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.
Camp Operations Co-ordinator	All school/usergroups will be provided with the policy and are responsible for following and implementing policy while on camp.
Camp Manager	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. All staff will be provided with this policy annually and are responsible for the daily implementation of the policy.
Camp Wyuna Management Team	CWMT responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
CEO	Approval of Policy
People and Cultural Director	Ensure the policy is uploaded to the Keypay for all employees to acknowledge

7. MONITORING, EVALUATION AND REVIEW

The policy will be reviewed by the Camp Wyuna Management Team will be reviewed every annually.

The ongoing monitoring and compliance to this policy will be overseen by Camp Manager and the Catering Director. Each Camp will complete an annual self-assessment against this policy and the legislated standards from which it was drawn.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Relevant Documents / Links

1. [Department of Education and Early Childhood Development](#)
2. [Health Records Act 2001](#)
3. [Occupational Health and Safety Act 2004](#)
4. [Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#)
5. [Anaphylaxis Australia Inc](#) and telephone support line 1300 728 000.
6. [Royal Children's Hospital, Department of Allergy](#) and Anaphylaxis Advisory Support Line Telephone 1300 725 911.

Approved by: CEO

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Policy Owner: Andrew Kidd Camp Manager

Amendment history:

Version	Date	Author	Change Description
V1	20.12.2018	Shona Eland	Created policy for Camp Wyuna

As adopted by the YMCA Geelong Inc. on 20/12/2018



Shona Eland

Chief Executive Officer YMCA Geelong Inc.

