

**Policy Title:** Allergies and Asthma Policy

**Classification:** Health and Safety

**Monitored by:** H&S Advisor

**Approved by:** GM Professional Services

**Effective Date:** February 2021

**Review Date:** February 2023

**Objective:** To support and encourage children with allergies and/or asthma to participate fully in the kindergarten programme, while minimising the risk of exposure to known triggers (allergens).  
To clearly outline the responsibilities that kindergarten staff and parents/caregivers have, for keeping children healthy and safe.

**Commitment:** HCK is committed to keeping children with allergies and/or asthma healthy and safe at kindergarten, and to following the guidelines or directives provided by Allergy New Zealand.

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### Scope of this policy

This policy discusses allergies and asthma. Allergic reactions or asthma attacks can range from mild to moderate to severe life-threatening anaphylaxis. Triggers (“allergens”) can be pollen, grasses, dust mites, food, insect venom, sunscreen, cold weather and more.

This policy does not apply to dietary preferences, such as vegan or halal.

### Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Food and Drink Policy
- Celebrations and Cultural Events Policy
- Administering Medicine Policy
- Allergy New Zealand guidelines for early childhood services ad schools

### Kindergarten staff will:

1. Have a visual system in place to identify any child with a known allergy and/or asthma.
2. Be mindful of children with allergies and/or asthma when developing the curriculum.
3. Supervise children with known allergies when selecting from shared food or will be encouraged to eat their own food only. Teachers will consult with parents/caregivers before shared food is offered.
4. Record any food offered to children (other than what parents/caregivers have provided for their own child to eat) and keep this on file for 3 months. This will not include a full list of ingredients.
5. Advise parents/caregivers of any events where shared food will be available. Parents may wish to provide some safe ‘treat’ items for their child.
6. Regularly assess the indoor and outdoor environment for triggers, such as dust, mould and pollen.
7. Engage in any professional development opportunities made available, and request training in areas where they have identified gaps in their own knowledge.
8. Follow the action plan, in the event of an allergic reaction or an asthma attack. This may include administering medicine and using an EpiPen if this is deemed necessary.

**Parents/Caregivers will:**

1. Provide a detailed action plan, signed by a medical practitioner before a child with an allergy and/or asthma starts at kindergarten. This will include information on the severity, symptoms and treatment.
2. Provide a named lunchbox for their child to bring to kindergarten.
3. Provide an EpiPen for use, if required.
4. Ensure all prescribed medicine is clearly named, provided in the correct packaging and is kept up-to-date.

**Exclusion of food or other items from kindergarten:**

1. HCK will not exclude any item or particular food from a kindergarten (other than those listed in the Food & Drink Policy), unless written recommendation is received by a relevant medical specialist.
2. If written recommendation is received:
  - the Head Teacher will contact the medical specialist to gain more information
  - the Head Teacher will discuss the situation with a Senior Teacher
  - a letter will be sent to parents at the relevant kindergarten, to advise them of the exclusion
  - regular reminders will be given to parents via newsletters and notices.
3. The exclusion will be lifted once the child with the allergy has left kindergarten.

**Review:** This policy will be reviewed biennially, in consultation with staff.