

# Yarram Early Learning

## Coeliac Disease Management Policy

Quality Area 2: Children's Health and Safety

This policy should be read in conjunction with Dealing with Medical Conditions Policy

### Purpose

- To provide, as far as is practicable, a safe and supportive environment in which children at risk of Coeliac Disease can participate equally in all aspects of the child's experience at Yarram Early Learning.
- To raise awareness about Coeliac Disease and Yarram Early Learning's Coeliac Disease management policy with Yarram Early Learning families.
- To engage the parents/guardians of children at risk of Gluten in assessing risks, developing risk minimisation strategies and management strategies for the child.
- To ensure that room leaders who have and identifies child with coeliac have training about Coeliac Disease.
- All staff at Yarram Early Learning have read the policy and procedures in responding to a child who may have digested Wheat, Rye, Barley or Oats through food or other materials used in the centre.

### Policy Statement

#### Values

Yarram Early Learning is committed to:

- Providing a safe and inclusive learning and play environment for all children and their families wishing to access children's services at Yarram Early Learning.
- In relation to the serious issue of Coeliac Disease Yarram Early Learning will not ban foods or materials such as paint, glue or playdough that contain Wheat, Rye, Barley or Oats from the Centre.  
Instead a policy and set of procedural systems will be put into place. Procedures will raise awareness with all Yarram Early Learning staff and families about which foods and/or ingredients in items that will cause a person/child with Coeliac Disease to become very unwell and potentially do damage to their bowel system.
- Ensuring staff will follow our Policy in their daily workplace and will be asked to ensure to best of the centre's abilities the children with Coeliac Disease will be cared for in a safe environment for their condition.

### SCOPE

This policy applies to the Approved Provider, Nominated Manager, Responsible Person, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of YELC

### BACKGROUND

Coeliac Disease is not an allergy. It is an auto immune disease where the immune system reacts abnormally to gluten causing damage to the small bowel.

Gluten is the generic name for the protein found in the following grains and their derivatives.

- Wheat (including einkorn, triticale, spelt)
- Rye
- Barley (including malt)
- Oats

The symptoms of a person who has been glutened can include but not limited to:

- Nausea and/or Vomiting
- Diarrhoea and/or constipation
- Fatigue, weakness and lethargy
- Cramping and bloating
- Irritability and other abnormal behaviour

Symptoms can be straight away or hours later and can be mild or severe depending on how much gluten has been digested. People with Coeliac Disease will be able to inform on how they react.

It is important to understand that Bowel damage can still occur even if there have been no symptoms.

Coeliac Disease is a serious condition and if a strict gluten free diet is not followed then there is an increased risk of long-term health issues. Such as:

- Some cancers
- Liver disease
- osteoporosis

The key to prevention of a child being Glutened at Yarram Early Learning is knowledge of those children who have been diagnosed at risk, awareness of food and materials that contain gluten and prevention of exposure to these items through cross contamination. Staff members and parents/guardians need to be made aware that it is not possible to achieve a completely gluten-free environment at Yarram Early Learning and should not have a false sense of security that gluten has been eliminated from the environment. Instead Yarram Early Learning recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child being accidentally ingesting gluten including strategies to minimise the risk of cross contamination at Yarram Early Learning.

There is no medical treatment e.g. medications that a person can be given if they have digested gluten.

## Relevant Legislation and Standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 90–96, 102, 136, 137, 146, 147, 160–162, 168(2)(d), 173, 177, 181, 183, 184, 246
- *Health Records Act 2001 (Vic)*, As amended 2020
- *Information Privacy Act 2000 (Vic)*
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- Standard 2.1: Each child's health is promoted

- Element 2.1.1: Each child's health needs are supported
- Element 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
- Standard 2.3: Each child is protected
- Element 2.3.3: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- *Occupational Health and Safety Act 2004 (Vic)*, as amended 2007
- *Privacy Act 1988 (Cth)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2009 (Vic)*

## SOURCES AND RELEVANT POLICIES

### SOURCES

- ASCIA: <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- Coeliac in Childcare Resources: <https://www.coeliac.org.au/childcare-resources/>
- Coeliac Australia Online Training: [www.coeliac.org.au](http://www.coeliac.org.au)
- Staying Healthy 5<sup>th</sup> Edition  
<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>
- NQS: <https://www.acecqa.gov.au/sites/default/files/2018-07/RevisedNQSHandoutA4.pdf>

### POLICIES

- *Administration of First Aid Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Incursion Policy*
- *Food Safety Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Nutrition, Oral Health and Active Play Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

### DEFINITIONS

For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

#### **Coeliac Disease**

Is not an allergy. It is a life- long condition where the immune system reacts abnormally to protein, gluten, causing small bowel damage.

#### **Gluten**

Wheat, Rye, Barley and Oats

**Accidentally ingested gluten**

When a person with Coeliac Disease digests gluten through food, cross contamination or some other form of material that contains gluten e.g. play dough

**Coeliac Australia Action Plan**

A medical management plan that is 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 is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Coeliac Australia Risk Minimisation Plan**

A plan specific to Yarram Early Learning that specifies each child's condition, the ways that each child a risk of being glutened and exposed to cross contamination while in the care of Yarram Early Learning, practical strategies to minimise those risks, and who is responsible for implementing the strategies.

The risk minimisation plan should be developed by families or carers of children at risk of glutening and staff members at the service, and should be reviewed at the beginning of each term and always upon enrolment or diagnosis of each child who is at risk of Coeliac Disease.

**Coeliac Australia Childcare training pack**

Accessible through Coeliac Australia (Yarram Early Learning has a copy) with a power point presentation.

**Coeliac Australia Online Training**

[www.coeliac.org.au](http://www.coeliac.org.au) Training on Coeliac Disease, food preparation and cross contamination.

**No food sharing**

A practice in which a child at risk of coeliac disease only eats food that is supplied/permitted by their parents/guardians and does not share food with, or accept food from, any other child or person.

**Nominated staff member**

A staff member nominated to be the liaison between parents/guardians of a child at risk of coeliac disease and Yarram Early Learning. This person also ensures that all staff are aware and up to date on coeliac disease

**Risk minimisation**

The implementation of a range of strategies to reduce the risk to a person who has Coeliac Disease in Yarram Early Learning and educating parents/guardians and children about Coeliac Disease.

**At-risk child**

A child who has been medically diagnosed with Coeliac Disease.

**Duty of care**

A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

As part of the duty of care owed to children attending the YELI centre, staff are required to administer first aid when necessary and within the limits of their skill, expertise and training. In the case of a child being glutened it should be documented and the emergency contact informed.

### **Staff Training**

Approved provider and the Nominated Supervisor will ensure that all educators approved first aid qualifications are current.

- All staff will read through the Coeliac Australia Childcare Pack to get a better understanding of what Coeliac Disease is.
- If food is being prepared at the centre, then at least one member of staff will complete the Coeliac Australia's Online Training for a better understanding.

## **PROCEDURES**

### ***The Approved Provider is responsible for:***

- Ensuring the Nominated Supervisor, educators, staff members, students and volunteers at the service are aware of and read the *Coeliac Disease Policy* and the *Dealing with Medical Conditions Policy*
- Ensuring an annual auditing process is undertaken at least annually to ensure the Policy and Procedures are being correctly followed by all Yarram Early Learning staff.
- As a part of the auditing process feedback from families attending the Yarram Early Learning centre regarding the Coeliac Disease Management Policy and Procedures will be sought.
- Ensuring that children with Coeliac Disease are not discriminated against in any way
- Ensuring that children with Coeliac Disease can participate in all activities safely and to their full potential
- Responding to complaints and notifying DE. in writing and within 24 hours, of any incident or complaint in which the health, safety or wellbeing of a child may have been at risk

### ***The Nominated Supervisor is responsible for:***

- Ensuring parents/guardians and others at the service are provided with a copy of the *Coeliac Disease Policy* and the *Dealing with Medical Conditions Policy*
- Ensuring that parents/guardians or a person authorised in the enrolment record provide written consent to the medical treatment or ambulance transportation of a child in the event of an emergency (Regulation 161), and that this authorisation is kept in the enrolment record for each child and recorded on the child's individual *Coeliac Disease Risk Minimisation Plan*.
- Ensuring an *Individual Coeliac Disease Risk Minimisation Plan* is developed for each child at the service who has been diagnosed with Coeliac Disease, in consultation with that child's parents/guardians and staff at the centre. This

includes documenting practical strategies for in and out of the Yarram Early Learning centre setting to minimise the risk of exposure to gluten.

- Ensuring the *Medical Conditions Enrolment checklist* (refer to Dealing with Medical Conditions Policy attachments) is completed prior to a child living with Coeliac Disease commences at the centre.
- Request the parents/guardians provide a Coeliac Disease Management Action Plan from Coeliac Australia with a photo of the child attached. (attachment 1)
- Providing information to all Yarram Early Learning staff members (including specialist staff, new staff, casual staff, office staff and Yarram Early Learning Committee of Management) so they are aware of children who are Coeliac, and what that means whilst in Yarram Early Learning care.
- Encouraging ongoing communication between parents/guardians and staff members about the current status of the child's condition, Yarram Early Learning policies and their implementation.
- Ensuring that written notice is given to a parent/guardian as soon as is practicable in the case of accidental glutening.
- Ensuring that educators/staff who accompany children with Coeliac Disease outside of the centre are prepared for the risk of cross contamination outside of the service.

### **Responsible Person and other educators are responsible for:**

All staff members who are responsible for the care of children with Coeliac Disease at Yarram Early Learning have a duty to take steps to protect children from risks of glutening that are reasonably foreseeable. This may include office staff, casual relief staff and volunteers. Staff members should:

- Know Yarram Early Learning's Coeliac Disease, Dealing with Medical conditions and first aid procedures and what their role is in relation to responding to suspected digestion of gluten in a Coeliac.
- Know the identity of the child or children who have Coeliac Disease. Understand the causes, symptoms and issues with cross contamination.
- Keep a copy of the child's Coeliac Disease Action Plan in the central kitchen area and follow it in the event of the child being glutened.
- Know and follow the prevention strategies in the child's individual Coeliac Disease Risk Minimisation Plan.
- Plan ahead for special group activities or special occasions such as excursions and incursions. Work with parents/guardians to provide appropriate food for the child.
- Avoid the use of food treats in class or as rewards, as these may contain hidden gluten or cross contamination. Work with parents/guardians to provide appropriate treats for the student.
- Be aware of the possibility of hidden gluten in food and traces of gluten when using items utensils in cooking classes.
- Be careful of the risk of cross-contamination when preparing, handling and displaying food.
- Raise children's awareness about gluten and the importance of their role in fostering an environment at the Yarram Early Learning centre that is safe and supportive of peers.

- Ensuring that children diagnosed with Coeliac Disease are not discriminated against in any way and are able to participate fully in all activities.
- Review the child's individual Coeliac Disease Risk Minimisation Plan at the beginning of each term or if the child's circumstances change, in consultation with parents/guardians.
- All Yarram Early Learning staff will ensure risk minimisation strategies are employed rigorously to prevent cross-contamination within the classrooms e.g. washing of all children's hands before and after eating.

### **Parents/guardians are responsible for:**

Parents and guardians of a child who has Coeliac Disease may experience high levels of anxiety about sending their child to the Yarram Early Learning centre. It is important to encourage an open and co-operative relationship with parents/guardians so that they can feel confident that appropriate management strategies are in place. Parents/guardians should:

- Inform the Yarram Early Learning Nominated Supervisor, either at enrolment or diagnosis, of the child's medical condition, and whether the child has been diagnosed with Coeliac Disease
- Meet with the room leader, to develop the child's individual Coeliac Disease Risk Minimisation Plan.
- Provide a Coeliac Australia Action Plan, or copies of the plan to Yarram Early Learning that have an up to date photograph.
- Completing all details on the child's enrolment form, including medical information and written authorisations for medical treatment, ambulance transportation and excursions outside the service premises.
- Assist Yarram Early Learning staff in planning and preparation for the child prior to incursions and excursions or special events such as class parties.
- Supply alternate food options for the child / student when needed.
- Inform staff members of any changes to the child's emergency contact details.
- Participate in reviews of the child's individual Coeliac Disease Risk Minimisation Plan, e.g. when there is a change to the child's condition or at quarterly review.
- To ensure the staff are aware of the child's specific symptoms to look out for as all Coeliacs' react differently depending on the situation.

Some parents/guardians may not wish the identity of the child to be disclosed to the wider Yarram Early Learning community. This should be discussed with the child's parents/guardians and written consent obtained to display the child's name, photograph and relevant details in the shared kitchen area, or other common spaces.

## **2.7 Responsibilities –Volunteers**

Volunteers will be made aware by Certified Staff (room leader) of which children have Coeliac Disease in the room in which they are volunteering. They will also complete the staff orientation / induction process where the nominated supervisor will provide relevant information about children who are Coeliac and other medical conditions. The volunteer will not be expected to respond to a child who has been

accidentally exposed to gluten as this will be the responsibility of Yarram Early Learning staff.

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Selectively audit the Coeliac Disease Action Plan and Risk Minimalization Plan, on a six-monthly basis to ensure that documentation is current and complete
- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current, research, policy and best practice in conjunction with Coeliac Australia
- Revise the policy and procedures as part of the service's policy review cycle
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## ATTACHMENTS

Attachment 1 Coeliac Australia Management Action Plan

Attachment 2: Coeliac Australia Risk Minimisation Plan

## AUTHORISATION

Reviewed by Committee - November 2023

To be reviewed - 2025

Yarram Early Learning acknowledges Coeliac Australia and Coeliac Victoria/Tasmania

### ATTACHMENT 1

#### **Management Action Plan for children with Coeliac Disease**



# Management action plan for children with coeliac disease

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Emergency contacts:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

H: \_\_\_\_\_ H: \_\_\_\_\_

W: \_\_\_\_\_ W: \_\_\_\_\_

M: \_\_\_\_\_ M: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Review date: \_\_\_\_\_

Food containing gluten that must be avoided  
**Wheat Rye Barley Oats**  
and their derivatives, e.g. couscous, spelt, triticale, malt, semolina

**Includes** biscuits, bread, cakes, crackers, pasta, Vegemite, pastry, cereal and pancakes

**Can also be found in** processed meats, soups, sauces, gravies, stocks, dressings, soy milk, soy sauce, icing sugar, custard and lollies

**Please note gluten free varieties of the above items are available**

If gluten is accidentally consumed, whilst not immediately life threatening, reactions that could occur include:

- Nausea and/or vomiting
- Diarrhoea
- Constipation
- Fatigue, weakness and lethargy
- Cramping and bloating
- Irritability and other abnormal behaviour

**Reactions are different for every child, so if gluten is accidentally consumed, please contact the parent or carer immediately or obtain medical assistance.**

For further information contact  
Coeliac Australia  
1300 458 836 [www.coeliac.org.au](http://www.coeliac.org.au)



Coeliac Australia is not a medical organisation. The advice of a medical practitioner should always be obtained.

## ATTACHMENT 2

## Risk Minimisation Plan – child with Coeliac Disease

### Risk minimisation plan

#### Child with coeliac disease

The following is to be evaluated at least annually or after an incident, accidental exposure, or if the individual child's medical condition changes.

Child's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade/year: \_\_\_\_\_

Indicate the known medical condition for the child

- Medically diagnosed with coeliac disease
- Medically diagnosed lactose intolerance
- Other \_\_\_\_\_

List the potential sources of exposure for the known condition and strategies to minimise the risk of exposure?

- Gluten containing food – consider classroom cooking demonstrations, food-based activities, classroom rewards, etc.

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- Classroom activities – consider wheat-based play dough, wheat-based glue or paint (for young children), class-based cooking demonstrations, etc.

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- School food options – consider if the tuckshop or canteen has any gluten free food available or any celebrations planned where children are offered food. How will the child be included?

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Signature: \_\_\_\_\_ (parent/guardian)

Signature: \_\_\_\_\_ (principal/teacher)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**For more information:**  
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