

Wyndham Community and Education Centre Inc
Policy and Procedure

Policy name	Anaphylaxis Management Policy and Procedure
Responsible person	CEO, VCAL & Youth Manager, Senior First Aid Officer/ Anaphylaxis Supervisor
Staff involved	All staff and volunteers
Review dates	2018
Related documents	<p>Legislation: Public Health and Wellbeing Act 2008 (Vic), Public Health and Wellbeing Regulations 2009 (Vic), Health Records Act 2001 (Vic), OH&S Act 2004 (Vic), Education Training and Reform Act 2006 (Vic), OHS Regulations 2007 (Vic), Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic), Health Professions Registration Act 2005 (Vic), Ministerial Order 706 (updated January 2016), Equal Opportunity Act 2010 (Vic), Disability Discrimination Act 1992 (Cth). Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth), Chapter 4 of the Act by the Victorian Registration and Qualifications Authority</p> <p>Policies: Health Policy & Procedure, Accident and First Aid Policy & Procedure, Asthma Management Policy & Procedure, Privacy Policy & Procedure, Emergency Management and Critical Incident Policy & Procedure, Risk Management Policy & Procedure</p> <p>Other: Individual Anaphylaxis Management Plan, ASCIA Action Plan https://www.allergy.org.au/about-ascia/info-updates/665-updated-ascia-action-plans-for-anaphylaxis-and-allergic-reactions, Annual Risk Management Checklist, ASCIA Information for Patients, Consumers, Carers, https://www.allergy.org.au/schools-childcare, ASCIA Australasian Society Clinical Immunology and Allergy http://www.allergy.org.au/), Wyndham CEC Anaphylaxis Communication Matrix, Anaphylaxis Guidelines (DET), Emergency Response Plan for Anaphylaxis, Enrolment Form, VCAL & Youth Programs Expression of Interest Form, VCAL & Youth Programs -Pre Training Assessment Results & Recommendations Interview and Form, VCAL & Youth Programs-Medical Information Register), ASCIA Anaphylaxis e-training schools Victoria - https://etrainingvic.allergy.org.au Anaphylaxis Management - School Twice-Yearly Briefing (DET PowerPoint); DET Anaphylaxis Guidelines: A resource for managing severe allergies in Victorian schools (Issued August 2016), Risk Minimisation strategies: www.allergyfacts.org.au/images.pdf/Riskminimisation3pdf Anaphylaxis Supervisors' Observation Checklist</p>

This document was reviewed and accepted by the Board of Management of the Wyndham Community and Education Centre Inc on 24/03/17 and supersedes all previous versions.

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Policy Context

Wyndham Community and Education Centre Inc (Wyndham CEC) believes that the safety and wellbeing of individuals who are at risk of anaphylaxis is a whole-of-community responsibility. It is important that all relevant staff and volunteers are aware of how to assess and manage an anaphylaxis emergency and the importance of ongoing anaphylaxis management.

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; hives, tingling around the mouth, abdominal pain, vomiting, diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness, collapse or cessation of breathing.

Ambulance contact card: A card 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 action plan: a medical management plan prepared and signed by a Doctor providing the individual's name and allergies, a photograph of the person and clear instructions on treating an anaphylactic episode.

Anaphylaxis management training course: A course in anaphylaxis management training that is accredited as a VET accredited course in accordance with Part 3 of the *National Vocational Education and Training Regulator Act 2011* (Cth) that includes a competency check in the administration of an adrenaline autoinjector

A course in anaphylaxis management training accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an adrenaline autoinjector

A course in anaphylaxis management endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital that includes a competency check in the administration of an adrenaline autoinjector.

Autoinjector: is a device is approved for use by the Therapeutic Goods Administration. It can be used to administer a single premeasured dose of adrenaline to those experiencing a severe allergic reaction or anaphylaxis.

Communication Plan: A plan developed by the Wyndham CEC which provides information to all staff, students and parents about anaphylaxis and the Wyndham CEC's anaphylaxis management policy.

EpiPen[®] kit An insulated container, for example an insulated lunch pack containing a current EpiPen[®], and a copy of the ASCIA Anaphylaxis Action Plan. 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.

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Medical Practitioner: A registered medical practitioner within the meaning of the *Health Professions Registration Act 2005*.

No food sharing: The practice where the person 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.

Medical Identification: a small emblem generally referred to as *MedicAlert* or tag such as a bracelet, neck chain, or on the clothing bearing a message that the wearer has an important medical condition that might require immediate attention. The tag is often made out of stainless steel or sterling silver. The intention is to alert a paramedic, physician, emergency department personnel or other first responders of the condition.

Nominated staff member: A staff member nominated to liaise between parents/guardians of a child at risk of anaphylaxis and Wyndham CEC.

Online training course: Course called *ASCIA Anaphylaxis e-training for Victorian Schools* approved by the Secretary pursuant to clause 5.5.4 of the Order/ Ministerial Order 706 - Anaphylaxis Management in Victorian Schools.

Risk minimisation: A practice of reducing risks by removing, as far as is practicable, major sources of the allergen and developing strategies to help reduce risk of an anaphylactic reaction.

Individual Anaphylaxis Management Plan: A plan specific to Wyndham CEC that specifies allergies and how to respond.

Policy

Wyndham CEC will fully comply with Ministerial Order 706 and associated guidelines. This policy is in place to manage the occurrence of anaphylaxis when an individual diagnosed as being *'at risk'* of anaphylaxis by a qualified medical practitioner, is enrolled at the Wyndham Community and Education Centre. The policy also serves to raise staff awareness in general. All staff with a duty of care for clients or students under-18, will be trained to assess and manage an anaphylaxis emergency and will update training annually each semester.

The aim of this policy is to:

- minimise the risk of an anaphylactic reaction or critical incident occurring while an individual is accessing a service or program at Wyndham Community and Education Centre, and to respond appropriately in the event that one does occur.
- ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an EpiPen[®]
- raise the Centre's community awareness of anaphylaxis and its management through education and policy implementation.

Wyndham CEC is committed to:

- providing, as far as practicable, a safe and healthy environment in which individuals at risk of anaphylaxis can participate fully in Wyndham CEC programs and activities.
- raising awareness about allergies and anaphylaxis across the Wyndham CEC community.

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- actively involving the parents/guardians of individuals ‘at risk’ of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for individual.
- ensuring staff members and other relevant adults have adequate knowledge of allergies, anaphylaxis and emergency procedures through briefing staff twice a year. This will be conducted by a member of staff who has current anaphylaxis training.
- facilitating communication to ensure the safety and wellbeing of young people or individuals at risk of anaphylaxis.

It is generally recommended that individuals who carry an adrenaline autoinjector should also wear a medical identification emblem such as a ‘*MedicAlert*’ emblem.

<http://www.allergy.org.au/>

What is Anaphylaxis?

An allergy refers to an overreaction to the immune system in response to bodily contact with normally harmless substances. Substances that trigger an allergic reaction are called allergens. Allergy severity ranges from mild to severe (Managing Anaphylaxis for Life Booklet ASCIA).

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Up to two per cent of the general population and up to five per cent of children are at risk. The most common causes in young children are eggs, peanuts, tree nuts, cow milk, bee or other insect stings, and some medications.

A reaction can develop within minutes of exposure to the allergen, but with planning and training, a reaction can be treated effectively by using an adrenaline auto-injector called an EpiPen[®]

An Adrenaline Autoinjector device is approved for use by the Therapeutic Goods Administration. It can be used to administer a single premeasured dose of adrenaline to those experiencing a severe allergic reaction or anaphylaxis. These may include EpiPen[®] or EpiPen[®]Jr

Wyndham CEC recognises the importance of all staff to be aware of the risk of anaphylaxis and for relevant staff to undertake training that includes preventative measures to minimise the risk of an anaphylactic reaction, and, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an EpiPen[®]

Staff, users of Wyndham CEC, and parents/guardians of individuals diagnosed with anaphylaxis, need to be aware that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. However, Wyndham CEC recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of an individual having an anaphylactic reaction when that diagnosis is

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known to Wyndham CEC, including strategies to minimise the presence of the allergen in the service.

ASCIA Action Plan

This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific: that is, they list the student's prescribed Adrenaline Autoinjector (EpiPen® or EpiPen®Jr and must be completed and signed by the student's Medical Practitioner. The ASCIA Action Plan must contain a current photo of the student. This plan is one of the requirements of the student's Individual Anaphylaxis Management Plan.

Communication Plan

Wyndham CEC's CEO will ensure that a communication plan is developed which provides information to all relevant staff, students and parents involved about anaphylaxis and the centre's Anaphylaxis Management Policy & Procedure.

Wyndham CEC will ensure that all volunteers, relieving and casual staff are aware of students with allergies and anaphylaxis.

Individual Anaphylaxis Management Plan

An individual plan for each student at risk of anaphylaxis is developed in consultation with the student's parents/guardians. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's Adrenaline Autoinjector should the student display symptoms of an anaphylactic reaction.

Prevention Strategies and Risk Minimisation

Wyndham CEC has developed these risk minimisation and prevention strategies for an anaphylaxis emergency based on the workplace environment.

Modification of environmental and behavioural factors will be implemented as required to reduce exposure to triggers for a diagnosed person suffering allergies.

Modifications require cooperation and compromise amongst the Wyndham CEC community.

Wyndham CEC will:

- conduct an assessment of the potential for accidental exposure to allergens while an individual at risk of anaphylaxis is accessing a program or service at Wyndham CEC
- identify and reduce all possible anaphylaxis triggers such as eggs and peanuts wherever possible

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- identify individuals at risk and obtain their ASCIA Anaphylaxis Action Plan including emergency procedures and ensure a copy of the Action Plan is visible to all staff
- provide staff with training in anaphylaxis management in order to gain the required knowledge and skills necessary to provide the best possible care including practising EpiPen® administration procedures using an EpiPen® trainer and “anaphylaxis scenarios” on a regular basis, at least briefings twice a year, at the beginning of the school year and second semester
- ensure that all staff including relief staff and volunteers are informed of where the individual’s medication is stored.
- ensure that no one under-18 who has been prescribed an EpiPen® is permitted to attend the service or its programs without that EpiPen®
- ensure that the individual carries their own medication on their person at all times and encourage them to wear a medical identification emblem such as a MedicAlert emblem
- encourage ongoing communication between parents/guardians of under-18s and relevant staff regarding the current status of the individual’s allergies
- display an ambulance contact card by the telephone
- comply with Wyndham CEC’s Anaphylaxis Policy & Procedure and the individual’s ASCIA Action Plan

Responsibilities - Parents

Any parents/ guardians of a student under-18 who has a diagnosed allergy must inform the program manager of the diagnosis at enrolment or as soon as is practicable.

Parents must provide an ASCIA Action Plan for Anaphylaxis with an up to date photo signed by a medical practitioner before commencement in a program.

Parents must provide and ensure that their child carries their own clearly labelled current EpiPen® at all times.

Parents must regularly check the EpiPen® and replace the student’s adrenaline autoinjector and any other medication as needed, before their expiry date or when used.

Parents should assist staff by offering information and answering any questions regarding allergies in order to complete the Individual Anaphylaxis Management Plan, including risk minimization and management strategies.

Parents should notify staff of any changes to their child’s allergy status and provide a new ASCIA Action Plan in accordance with these changes; or as soon as practicable after a student has an anaphylactic reaction.

Parents should communicate all relevant information and concerns to staff, for example, any matter relating to the health of the individual child.

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Parents should comply with all procedures to help protect their child or other individuals from accidental exposure to food allergens.

Responsibilities – Wyndham CEC

The CEO must be notified immediately of the enrolment of an individual with anaphylaxis or allergy.

The CEO is responsible for ensuring that an individual anaphylaxis management plan is developed for any student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.

An individual's anaphylaxis management plan must include:

- An ASCIA Action Plan for Anaphylaxis provided by the parent which contains procedures in case of an emergency, a current photo and is signed by a medical practitioner
- The nominated staff member responsible for implementing strategies/ risk management - currently Teresa Vizintin, VCAL & Youth Manager.
- Strategies to minimise the risk/ prevention strategies
- Information on where medication is stored
- Details of strategies for participating in off-site events or activities
- A date for review at least annually, or as soon as practicable after the student has an anaphylactic reaction.

The CEO is responsible for maintaining an up-to-date list of students at risk of anaphylaxis.

The CEO or their nominee will complete the Annual Risk Management Checklist.

Ensure that the EpiPen® is stored in a known location. Currently, this is the VCAL Admin office at 4 Synnot St, Werribee 3030 in the “VCAL medication” pigeon-hole.

Ensure that this location is known to all staff, including relief staff and is easily accessible to adults (not locked away) / inaccessible to children / and away from direct sources of heat.

The CEO or their nominee is responsible for arranging the purchase of additional adrenaline auto injector(s) for general use and as a back up to those supplied by parents/guardians. The CEO will determine the number and type of auto injector for general use to purchase and in doing so consider all of the following:

- The number of individuals enrolled at Wyndham CEC that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction
- The accessibility of current adrenaline auto injectors that have been provided by the student/parent/guardian

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- Regularly check the EpiPen® kit including expiry date. Adrenaline auto injectors have a limited life and usually expire within 12-18 months. They will need to be replaced at Wyndham CEC's expense, either at the time of use or expiry, whichever occurs first. The manufacturer will only guarantee the effectiveness of the EpiPen® to the end of the nominated expiry month.
- Ensure that a Wyndham CEC EpiPen® kit for each student under-18 at risk of anaphylaxis is carried by a trained adult on any excursions or camps (NOTE: the student is still required to provide and carry their own autoinjector);
- Provide information to the community about resources and support for managing allergies and anaphylaxis; and,

Responsibilities – Anaphylaxis Supervisor

The CEO is responsible for appointing the role of Anaphylaxis Supervisor. The Anaphylaxis Supervisor will take a lead role in supporting the CEO, the VCAL & Youth Manager and other staff to implement the Wyndham CEC's Anaphylaxis Management Policy and Procedure.

The Anaphylaxis Supervisor will:

- Have current approved anaphylaxis training as outlined in Ministerial Order 706.
- Ensure that in order to verify the correct use of adrenaline autoinjector devices by others, the **Anaphylaxis Supervisor** will also complete and remain current in *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* (every 3 years) and the *ASCIA Anaphylaxis e-training for Victorian Schools* (every 2 years).
- Ensure that they provide the CEO with documentary evidence of currency in the above courses
- Assess and confirm the correct use of adrenaline autoinjector (trainer) devices by other staff undertaking the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Complete the *Anaphylaxis Management: Anaphylaxis Supervisors' Observation Checklist* and submit this observation record to the CEO who will retain this as evidence of staff completing the correct use of Adrenaline autoinjector (trainer) devices, practical demonstration and test outcome.
- Send periodic reminders to staff or information to new staff about anaphylaxis training requirements.
- Provide access to the adrenaline autoinjector (trainer) device for practice use by staff.
- Provide regular advice and guidance to staff about allergy and anaphylaxis management at Wyndham CEC as required.

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- Ensure and support the VCAL & Youth Manager who will liaise with parents or guardians (and, where appropriate, the student) to manage and implement Individual Anaphylaxis Management Plans
- Ensure and support the VCAL & Youth Manager who liaise with parents or guardians (and, where appropriate, the student) regarding relevant medications within the Wyndham CEC.
- Liaise with parents or guardians (and, where appropriate, the student) regarding relevant medications within the school.
- Lead the twice-yearly Anaphylaxis Briefings for staff
- Develop specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment which demonstrate the correct use of the adrenaline autoinjector (training) device.
- Maintain an up to date list of all students with anaphylaxis including a copy of all documentation.

Staff Training

Wyndham CEC will ensure that a Communication Plan is developed providing information to staff and users of Wyndham CEC about the Anaphylaxis Management Policy & Procedure and the Individual Anaphylaxis Management Plan. Staff will be professionally developed twice a year, at the beginning of the year and mid-year (or at alternative times depending on when enrolment commences), when a diagnosed individual attends Wyndham CEC. Staff training will occur annually even when Wyndham CEC has no individual with anaphylaxis enrolled.

Staff who are directly involved in service delivery, who conduct classes to an individual diagnosed with anaphylaxis must have:

- Successfully completed an anaphylaxis management training course in the three years prior; and,
- Undertaken the ASCIA Anaphylaxis e-training course, which is compliant with the Ministerial order 706, and have their competency in using the autoinjector tested in person within 30 days of completing the course or alternatively undertake face-to-face training in one of the accredited anaphylaxis courses that meet the requirements of Ministerial Order 706 (*Course in First Aid Management of Anaphylaxis 22300VIC or Course in Anaphylaxis Awareness 10313NAT*).
- Participated in a briefing, twice per calendar year with the first one to be held at the beginning of the school year, by a member of staff who has successfully completed an anaphylaxis training course in the 12 months prior, on
 - ✓ Wyndham CEC's Anaphylaxis Management Policy & Procedure;
 - ✓ Legal requirements as outlined in Ministerial Order 706
 - ✓ the causes, symptoms and treatment of anaphylaxis

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- ✓ the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located
- ✓ ASCIA Action Plan for Anaphylaxis and how to administer an EpiPen including hands on practice with a trainer adrenaline auto injector
- ✓ Wyndham CEC's general first aid and emergency response procedures
- ✓ the location of, and access to, adrenaline auto injectors that have been provided by parents/guardians or purchased by Wyndham CEC for general use.

Any other staff not directly involved with the individual but identified by the CEO based on an assessment of the risk of an anaphylactic reaction occurring while an individual is under the care or supervision of the centre, will also undertake anaphylaxis training.

The CEO will develop an interim plan and consult with parents if training or a briefing has not occurred. Training will occur as soon as possible after the interim plan is developed.

Wyndham CEC will balance respect for the privacy of the individual with their health requirements.

Contact details for resources and support

- **Australasian Society of Clinical Immunology and Allergy (ASCIA)**, at www.allergy.org.au, provides information on allergies. The Anaphylaxis Action Plan for EpiPen[®] can be downloaded from this site.
- **Anaphylaxis Australia Inc**, at www.allergyfacts.org.au is a non-profit support organisation for families with food anaphylactic children. Items such as storybooks, tapes, EpiPen[®] trainers and so on are available for sale from the Product Catalogue on this site. Anaphylaxis Australia Inc provides a telephone support line for information and support to help manage anaphylaxis. Telephone 1300 728 000.
- **Royal Children's Hospital Anaphylaxis Support Advisory Line** for all school anaphylaxis management enquires, (including the implementation of Ministerial Order 706). The advisory line is available between the hours of 8.30 am to 5 pm, Monday to Friday. Phone 1300 725 911 or (03) 9345 4235. http://www.rch.org.au/allergy/advisory/Anaphylaxis_Support_Advisory_Line/
- **Allergies & Anaphylaxis Australia** - about living with anaphylaxis <https://allergyfacts.org.au/>
- **Royal Children's Hospital: Allergy and Immunology** http://www.rch.org.au/allergy/about_us/Allergy_and_Immunology/

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- **EpiClub** provides a wide range of resources and information for managing the use and storage of the Adrenaline Autoinjector device EpiPen®. They also provide a free service that sends a reminder by email, SMS or standard mail prior to the expiry date of an EpiPen®. Further information is available at: www.epiclub.com.au
- **Allergy & Anaphylaxis Australia** is a non-profit organisation that raises awareness in the Australian community about allergy. A range of items including children's books and training resources are available from the online store on the Allergy & Anaphylaxis Australia website. Further information is available at: <http://www.allergyfacts.org.au/allergy-and-anaphylaxis>
- **List of Risk Minimisation strategies can be accessed –** www.allergyfacts.org.au/

Anaphylaxis Procedures

Follow emergency response procedures, general first aid procedures and the student's ASCIA Action Plan

1. Lay the person flat – do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give EpiPen® taking note of time administered
3. Phone an ambulance on **000**
4. Call parent or emergency contact
5. Further adrenalin doses may be given if no response after 5 minutes, if another adrenalin autoinjector is available

In a situation where a student who has not been diagnosed as allergic, appears to be having an anaphylactic reaction:

1. Call an ambulance immediately by dialing **000**;
2. Commence first aid measures as per Accident and First Aid Policy & Procedure;
3. Contact the parent/guardian or an emergency contact

If in any doubt, give adrenalin autoinjector.

If an autoinjector has been administered, Wyndham CEC must

1. Immediately call an ambulance **000**.
2. Lay the person flat – do not allow them to stand or walk. If breathing is difficult allow them to sit. If vomiting or unconscious, lay them on their side (recovery position) and clear their airway for obstruction.
3. Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask

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another member of Wyndham CEC staff to move other students away in a calm manner and reassure them.

4. In the situation where there is no improvement or **severe symptoms** progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses can be administered every five minutes, if other adrenaline auto injectors are available (such as the adrenaline auto injector for general use).
5. Then call the student's emergency contacts.

Always call an ambulance 000.

When using a standard phone call **000** (triple zero). If calling from a mobile phone which is out of range call **112**.

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6. INDIVIDUAL ENROLMENT ANAPHYLAXIS CHECKLIST
**(to be completed at the Pre Training Assessment with student and parent/
guardian)**

- An Individual Anaphylaxis Management Plan is completed
- Parents/ guardians of an individual under 18, at risk of anaphylaxis have been provided a copy of the Wyndham CEC's Anaphylaxis Management Policy & Procedure
- A current ASCIA Action Plan for Anaphylaxis for the individual with a current photo and signed by a Medical Practitioner is provided to Wyndham CEC.
- Parent/guardians agree to provide an adrenaline autoinjector that is current carried by the student at all times while at Wyndham CEC
- Parent/guardian of a young person under 18 enrolled at Wyndham CEC, current contact details are available
- Information regarding any other medications or medical conditions (for example asthma) is available to staff