



## Allergy Management Policy

### Overview

This policy is concerned with a whole school approach to the health care and management for members of the school community.

### Rationale

The intent of this policy is to outline the school's approach and procedures in the management of risk and treatment for those with allergy-induced anaphylaxis whilst at the school or on any school related activity.

The position of Tarremah Steiner School is to minimise the risk of exposure to allergens in the learning environment, to encourage self-responsibility and to plan effective responses to possible emergencies.

The common causes of allergies relevant to this policy includes nuts (in particular peanuts), dairy products, eggs and some insects (e.g. wasps, bees, ants).

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise a student, staff member or parent's exposure to known allergens.
- Staff training and education to ensure effective emergency response to an allergic reaction situation.
- Age appropriate student education regarding allergy awareness, avoidance of triggers and self-responsibility.

### Scope

This policy applies to all members of the Tarremah Steiner School community while on the school premises or involved in a school-organised activity and includes:

- Students
- School Staff
- Parents/Guardians
- Pre-service teachers
- Relief staff
- Volunteers
- Visitors

### Definitions

**Allergen** - A substance that can cause an allergic reaction.

**Allergic reaction** - An adverse reaction involving the immune system, which is caused by inhaling, swallowing or touching a substance to which a person is allergic. It can also follow injections of

medicines, insect stings or insect bites. Allergic reactions can be mild to moderate or severe (anaphylaxis).

**Allergy** - An immune system response to a foreign substance that is harmless to most people.

**Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines. This is the most severe type of allergic reaction resulting in life threatening respiratory and/or cardiovascular symptoms. Note: Not all people with allergies are at risk of anaphylaxis.

**Anaphylaxis Management Plan** – An Anaphylaxis Management Plan, is a document that is completed by the individual's doctor, which includes an ASCIA action plan for anaphylaxis ([www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment](http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment))

**ASCIA** - The Australasian Society of Clinical Immunology and Allergy

**Epi-pen** – Generic name for an adrenaline autoinjector device.

**Health Management Plan** - A detailed document, developed in conjunction with the person's doctor, outlining the individual's condition, treatment, and action plan and location of required medication (e.g. Epi-pen). A Health Management Plan MUST include an Anaphylaxis Management Plan.

**Minimised Risk Environment** - An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of allergen exposure.

## Key Strategies

- Where a student has been diagnosed with a known allergy and is at risk of anaphylaxis, the student may only attend school (or any school related activity) where the school has been supplied with a current Health Management Plan, including an Anaphylaxis Management Plan, completed by the student's doctor, and relevant medication.
- Anaphylaxis Management Plans provide guidance on when and how to use an adrenaline autoinjector device (or other relevant medication). Anaphylaxis Management Plans must be stored with the adrenaline autoinjector (Epi-pen).
- Copies of the Plan are kept with the teacher in the classroom, in the Relief Teacher's folder, in the Staff room and with the Front Office staff.
- Teachers and other staff associated with the student must be aware of the student's known triggers, associated symptoms, risk management plans and location of Anaphylaxis Management Plan and medication.
- Tarremah Steiner School will ensure that at least one staff member is present at the school premises between 8.30am and 3.30pm or at any other school related activities, who holds current anaphylaxis management training.
- The involvement of parents, the student, family doctor and staff, in the development of individual Health Management Plans is encouraged.
- Practices for effectively communicating individual student medical plans to all relevant stakeholders will be established and maintained.
- Allergy management strategies will be incorporated into risk assessments for all school events, excursions and sporting activities.

- In the event of an emergency, staff (including relevant volunteers and students on practical placement) will review anaphylaxis management, including awareness of triggers and first aid procedures. This occurs after an Incident report is filed and goes to Faculties and Executive for information.
- Age appropriate education for students and their peers of identified allergens and triggers will be included, as appropriate, within the curriculum, including formal and informal discussions, symptoms, self-responsibility, avoidance of known triggers and support strategies.
- Parents/Guardians of affected classes (including buddy classes and users of relevant play areas) are requested to do everything possible to eliminate foodstuffs to which a child is allergic from the immediate school environment, including their child's lunch boxes and celebratory events. This information is given to parents via email and class meetings.
- Classroom teachers will promote the maintenance of a hygienic environment, including hygienic hand washing procedures before and after eating.

## **Procedures and Responsibilities for Allergy Management**

### **1. Medical Information**

- Parents are responsible for providing, written, accurate and current medical information to the school. The Anaphylaxis Management Plan must be completed by a doctor and be stored with the adrenaline autoinjector (Epi-pen). The parents MUST ensure that this information is current (i.e. any change in a child's medical condition during the year must be reported to the school). The school will seek updated information via medical form at the commencement of each calendar year.
- The School Administration Team will ensure there is an effective system for the management of medical information.
- Teachers and other staff members associated with the student are required to review and familiarise themselves with the medical information.
- Anaphylaxis Management Plans with a recent photograph of the student will be available in relevant rooms (including Staffroom) with parental permission.
- Where students with known allergies are participating in camps and/or excursions, the risk assessments and safety management plans for these events will include each student's individual Health Management Plan. A child will be unable to attend a camp or excursion unless they have a current Health Management Plan and the required medication.
- School organised sports coaches will be provided with medical information.
- Risk Assessment will be completed for any student with known allergy prior to undertaking an activity off campus or out of school hours.
- The wearing of a medic-alert bracelet is supported by the School.
- Where a student has been diagnosed as at risk of anaphylaxis, the School requires the parent/guardian to provide two adrenaline autoinjectors (Epi-pen) whenever the student is in attendance.

- One of the child's Epi-pens will be stored by the teacher in the classroom; the second will remain in the child's school bag, accompanying them to and from school.
- The Epi-Pen will be stored appropriately (see Epi-Pen Storage Procedure) in relevant locations approved by the School Chair.
- Emergency medication must be accessible at all times.

### **3. Minimising Allergens within the School Environment**

Tarremah will actively promote allergy awareness. Allergy awareness information may be shared through the school website, parent handbook, class letters, newsletter articles, parent support meetings, including P & F meetings.

#### **Food from home**

Parents are encouraged to consider the exclusion of allergens when creating each student's lunch. For example:

- No peanuts
- No nuts of any type
- No foods with peanut or nut derivative or ingredient (e.g. Nutella)
- No foods that contain traces of nuts.

#### **Camps/Excursions**

- The teacher coordinating the camp/excursion will verify with any food provider that non-allergen based food has been provided if there are students with known allergies; or that an effective control (including a written risk assessment) is in place to minimize the risk of exposure.
- Where a student has been diagnosed as at risk of anaphylaxis, the student must not attend a camp/excursion without a current Health Management Plan (including an Anaphylaxis Management Plan completed by a doctor) and any required medication.
- All relevant staff must be made aware of the diagnosis, Health Management Plan and storage of the relevant medication.
- A staff member, who holds current anaphylaxis management training and is aware of a student's individual Health Management Plan, will be in attendance during the activity.

#### **BBQ's, celebrations and other school events**

- Where a school event is planned, the coordinating group or individual (e.g. Teacher or P&F) is responsible for ensuring that there are alternative allergy free foods available.

#### **Dairy and Egg Related**

- Students with known dairy or egg allergies will be supported by the school, in consultation with their parents/guardians, on a case-by-case basis.
- Age appropriate education of the children and their classmates with the severe dairy/egg allergies will take place.

## **Insect Related**

- Diligent management of wasp and jack-jumper nests on school grounds will be undertaken.
- Age appropriate education of students to report significant presence of insects within play areas will be encouraged.
- Appropriate clothing and precautions will be taken when utilising park areas outside of the school environment.

## **Symptoms**

Symptoms of anaphylaxis are potentially life threatening and may include:

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness and/or collapse
- Pale and floppy (in young children)

In some cases, anaphylaxis may be preceded by less dangerous allergic symptoms such as:

- Swelling of face, lips and/or eyes
- Hives or welts
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

In the occurrence of an anaphylaxis reaction, the adrenaline autoinjector (EpiPen) must be administered in line with the Anaphylaxis Management Plan.

Where there has been an occurrence of an anaphylactic reaction, an ambulance must be called.

When contacting the ambulance, the following may be helpful:

- Dial 000 and remain calm
- Answer any questions, including:
  - The address and person's location
  - The situation (i.e. a person is having a severe allergic reaction (anaphylaxis))
  - The signs and symptoms they are displaying;
  - The medication that has been administered (e.g. Adrenaline/Epinephrine auto-injector, antihistamine).

#### 4. Reporting

Under Part 3 (*Incident Notification*) Clause 38 of the *Workplace Health and Safety Act 2012*, a Workplace Standards inspector must be notified, by the quickest available means possible, if

- Someone is killed
- Someone suffers serious bodily injury or illness
- A dangerous incident occurs which could have resulted in someone being killed or suffering serious bodily injury or illness

The Business Manager must do this by calling the **Workplace Standards Hotline on 1300 366 322** and by following up within 48 hours by filling out and faxing the Incident Report Form to **6173 0206**. For other incidents and near misses, this report must be kept for the School records only.

<b>Policy Title</b>	Allergy Management Policy
<b>Policies and forms to be read in accordance with the above Policy</b>	Child Accident and Medical Emergency Policy Medical Treatment of Sick or Injured Students Policy Excursions Policy Incident Report Form Risk Assessment Form Authorisation and Administration of Medication Policy
<b>Reference/Legislation</b>	The Australasian Society of Clinical Immunology and Allergy (ASCIA) Allergy and Anaphylaxis Australia Tasmanian Poisons Regulations Workplace Health and Safety Act Tas. 2012 <a href="http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment">www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment</a>
<b>Approval Authority</b>	School Executive – 13 Sept 2017
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