Allergy Management Policy

Policy No:	2.9	Version:	6 (April 2024)
Responsibility:	School Chair	Scheduled Review Date:	April 2026/29

1.0 Purpose

This policy outlines 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 purpose of this policy is to implement a whole school approach to provide a safe environment for students and members of the school community with allergies and those at risk of anaphylaxis.

This policy aims to raise awareness about allergies, including anaphylaxis and the school's approach to anaphylaxis management in the school community.

2.0 Policy Statement

The common causes of allergies relevant to this policy include nuts, dairy products, gluten, eggs and some insects (e.g. wasps, bees, ants). The most common allergies relevant to this policy are milk (dairy), egg, peanuts, tree nuts (e.g. cashew, pistachio, almond etc), wheat, soy, sesame, fish and crustacea (shellfish) as well as insect bites and stings (particularly bees, wasps and ants).

The underlying principles of this policy include:

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

3.0 Policy Elements.

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/Community members

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.**

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 or insect allergy)

In the occurrence of an anaphylaxis reaction, the adrenaline auto injector (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.

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)

ASCIA - The Australasian Society of Clinical Immunology and Allergy

Epi-pen – Brand name for an adrenaline auto injector 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.

4.0 Procedure

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 guide when and how to use an adrenaline auto injector device (or other relevant medication). Anaphylaxis Management Plans must be stored with the adrenaline auto injector (Epi-pen).
- 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.
- 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.
- Following an emergency, staff (including relevant volunteers and students on practical placement) will review anaphylaxis management, including awareness of triggers and first aid procedures.
- Classroom teachers will promote and remind students of the maintenance of a hygienic environment, including hygienic hand washing procedures before and after eating.
- Staff will meet to discuss and review students with Anaphylaxis Management Plans and the Allergy Management Policy on an annual basis.
- A booklet of all students with allergies will be available in all classes, other teaching areas (such as the garden) and duty teachers' first aid bags.

5.0 Responsibilities for Allergy Management

The School is responsible for:

- Requesting updated information of students via a medical form at the commencement of each calendar year.
- Providing School organised sports coaches with medical information.
- Ensuring an effective system for the management of medical information.
- Supporting the wearing of a medic-alert bracelet
- Always having emergency medication accessible.
- Ensuring an Anaphylaxis Management Plan with a recent photograph of the student is available in relevant rooms (including the Staffroom)
- Supporting students with known allergies such as nuts, dairy, egg or gluten in consultation with their parents/guardians, on a case-by-case basis.
- Storing an Epi-pen in the Front Office which will not go on excursions or camps but remain there for any previously unidentified, school-based cases that may occur.
- Having an Epi-pen available for excursions including walks in Peter Murrell Reserve, for any previously unidentified cases that may occur.
- Ensuring staff have up to date First Aid certificates, including the recognition and emergency treatment of anaphylaxis

Staff are responsible for:

- Completing a Risk Assessment for any student with a known allergy before undertaking an activity off campus or out of school hours.
- Reviewing and familiarising themselves with the medical information of students in their care and ensuring that this information is up to date.
- Ensuring one of the child's Epi-pens is stored in the classroom; the second will remain in the child's school bag, accompanying them to and from school.
- Ensuring that risk assessments and safety management plans for camps, excursions and/or multi-grade activities (such as beach days, end of the school year activities), include individual Health Management Plans for students with known allergies.
- Ensuring that risk assessments for across grades and vertical streaming activities include students with allergies.
- Notify parents of particular allergens in the class to ensure the community can follow guidance.
- Age appropriate education of the children and their classmates with the severe allergies.

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 auto injector (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).
- Providing two up to date adrenaline auto injectors (Epi-pen) whenever a student who has been diagnosed as at risk of anaphylaxis is in attendance. One is to be stored by the teacher in the classroom, the second is to remain in the child's school bag, accompanying them to and from school.
- Ensuring all food sent to school for sharing avoids allergens for their child's class and is labelled with a detailed ingredients list.

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 handling will support a safe environment as outlined in the Food and Nutrition Policy
- School premises inspections (to identify wasp hives, ant nests etc)

Camps/Excursions

- The teacher coordinating the camp/excursion will verify with any food provider (including parents of tent partners) 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 minimise 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 reminding families to be allergy aware, providing an ingredients list for all shared contributions.

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 need to be taken when utilising park areas outside of the school environment.

6.0 Related Documents

- Child Accident and Medical Emergency Policy
- Medical Treatment of Sick or Injured Students Policy
- Excursions Policy
- Accident, Incident or Injury Report Form
- Risk Assessment Form
- Authorisation and Administration of Medication Policy
- Food and Nutrition Policy

7.0 Reference/Legislation

- The Australasian Society of Clinical Immunology and Allergy (ASCIA)
- Allergy and Anaphylaxis Australia
- Tasmanian Poisons Regulations
- Workplace Health and Safety Act Tas. 2012

www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment

https://www.worksafe.tas.gov.au/topics/Health-and-Safety/notify-worksafe

8.0 Contact Point

- School Chair
- Business Manager

9.0 Authorisation

Executive: Council:

Name:

Date: