1. **Purpose:**

1.1 Karoo recognises:
- That anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.
- The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers.
- Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.
- Adrenaline given through an EpiPen®/Anapen auto injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

1.2 Karoo:
- As far as practicable, provides a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student’s schooling.
- Raises awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.
- Engages with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- Ensures that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

2. **Implementation:**

2.1 An individual management plan is developed, in consultation with the student’s parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
- The individual anaphylaxis management plan will be in place as soon as practicable after the student enrols and where possible before their first day of school.
- The Principal will ensure that all staff, students and parents are provided with information about anaphylaxis and the school’s Anaphylaxis Management policy.
- The Anaphylaxis Management Plan which includes information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days has been developed.
- Casual relief staff (CRT) of students at risk of anaphylaxis are informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the class teacher or details included in the role, CRT Booklet and/or prominent sign in the classroom.
- All staff are briefed by a staff member who has up to date anaphylaxis management training on:
  - (a) The school’s Anaphylaxis Management policy
Individually Anaphylaxis Management Plan:

- The individual anaphylaxis management plan will set out the following:
  - Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
  - Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for all school settings.
  - Information on where the student’s medication will be stored.
  - The student’s emergency contact details.
  - An emergency procedures plan (ASCIA Action Plan), provided by the parent, that: sets out the emergency procedures to be taken in the event of an allergic reaction; is signed by a medical practitioner who was treating the child on the date the emergency procedures plan was signed and include an up to date photograph of the student.
  - The student’s individual management plan will be reviewed, in consultation with the student’s parents/carer:
    - (a) Annually
    - (b) If the student’s condition changes
    - (c) Immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the Principal to:

- Actively seek information to identify students with severe life threatening allergies at enrolment as part of the school enrolment form.
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school.
- Ensure that an Anaphylaxis Management Plan for the student is developed. This includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation.
- Request that parents provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan that has been signed by the student’s medical practitioner and has an up to date photograph of the student.
- Ensure that parents provide the student’s EpiPen®/Anapen and that it is not out of date.
- Ensure staff receive training in how to recognise and respond to an anaphylactic
reaction, including administering an EpiPen®/Anapen.

- Provide information to all staff so that they are aware of students who are at risk of anaphylaxis, the student’s allergies, the school’s management strategies and first aid procedures.
- Ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response.
- Ensure that the external canteen provider demonstrates satisfactory training in the area of anaphylaxis and its implications on food handling practices.
- Encourage ongoing communication between parents/carers and staff about the current status of the student’s allergies, the school’s policies and their implementation.

2.4 **It is the responsibility of the parent to:**

- Provide the emergency procedures plan (ASCIA Action Plan).
- Inform the school if their child’s medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- Provide an up to date photo for the emergency procedures plan if requested.
- Provide the EpiPen®/Anapen and any other medications to the school.
- Replace the EpiPen®/Anapen before it expires.
- Assist school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events such as class parties or sport days.
- Supply alternative food options for the student when needed.
- Inform staff of any changes to the student’s emergency contact details.
- Participate in reviews of the student’s Anaphylaxis Management Plan, e.g. when there is a change to the student’s condition or at an annual review.

2.5 **It is the responsibility of the school staff responsible for the care of students at risk of anaphylaxis to:**

- To have up to date training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®/Anapen. Wherever possible, training will take place before the student’s first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.
- Know and follow the school’s first aid emergency procedures and student’s emergency procedures plan (ASCIA Action Plan) in responding to an anaphylactic reaction, including their role in relation to responding to an anaphylactic reaction.
- Know the identity of students who are at risk of anaphylaxis.
- Keep a copy of the student’s ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction.
- Know where the student’s EpiPen®/Anapen is kept.
- Know and follow the prevention strategies in the student’s Anaphylaxis Management Plan.
- Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate food for the student.
- Avoid the use of food treats in class or as rewards, as these may contain hidden allergens. Work with parents/carers to provide appropriate treats for the student.
- Be aware of the allergens which students in their care react to including foods, insect bites and latex.
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be careful of the risk of cross-contamination when preparing, handling and displaying food.
- Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
- Raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.
- Keep an up to date register of students at risk of anaphylaxis.
- Ensure that students’ emergency contact details are up to date.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®/Anapen.
- Check that the EpiPen®/Anapen is not cloudy or out of date regularly, e.g. at the beginning or end of each term.
- Inform parents/carers if the EpiPen®/Anapen needs to be replaced.
- Ensure that the EpiPen®/Anapen is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.
- Provide support to staff where appropriate.

2.5 **It is the responsibility of the student, with support from teachers, parents and first aide staff and appropriate to level of development to:**
- Ensure that they do not eat food items that are not supplied by parents or in accordance with their Management Plan.
- They communicate to others restrictions that apply to them in relation to their allergy.
- They communicate any symptoms to the teacher or supervising adult immediately.
- Take control of their food intake as per medical guidelines.

3. **Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle

4. **References:**

Related Policies:
- Medication Management Policy
- Asthma Management Policy
- Health Care Needs Policy
- Care Arrangements for ILL Students Implementation Guidelines

Resources and Links on this subject