ALLERGY MANAGEMENT POLICY

RATIONALE
Allergies are becoming a more frequent occurrence in society. Consequently, we must respond to the needs of those members of our community with identified allergies. This policy is concerned with a whole school approach to the health care and management of members of the school community suffering from specific allergies. The intent of this policy is to minimise the risk of any child or adult suffering allergy-induced anaphylaxis at school or while attending any school related activity.

POLICY BACKGROUND
The common causes of allergies relevant to this policy are nuts (in particular peanuts and tree nuts), dairy products, eggs, wasps, bees and ants. An allergic reaction to nuts is the most common high risk allergy and as such, demands more rigorous controls throughout the policy.

POLICY SCOPE
This policy applies to all members of the St Mary’s School community including:

- Students
- School Staff
- Parents / Guardians
- Volunteers
- Tuckshop Helpers
- Relief staff

POLICY DEFINITIONS

ALLERGY
A condition in which the body has an exaggerated response to a substance (e.g. food and drug). Also known as hypersensitivity.

ALLERGEN
A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

ANAPHYLAXIS
Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

EPIPEN
Brand name for syringe style device containing the drug Adrenalin which is ready for immediate inter-muscular administration.

MINIMISED RISK ENVIRONMENT
An environment where risk management practices, (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

HEALTH MANAGEMENT PLAN
A detailed medical document outlining an individual student’s condition and treatment, with action plan for location of EpiPen.

POLICY STATEMENT
St Mary’s is committed to ensuring that all students, staff and volunteers in our care are safe and that their well-being is maintained. We aim to minimise the risk of exposure to allergens (trigger foods, environmental hazards and insects), encourage self-responsibility, provide staff training and plan for effective response to possible anaphylaxis emergencies.
KEY ALLERGY STRATEGIES
- The involvement of parents, staff and the student in establishing individual Health Management Plans.
- The establishment and maintenance of practices for effectively communicating individual student medical plans to all relevant staff.
- The incorporation of allergy management strategies into the risk assessments for all school events, excursions and sporting activities.
- Regular Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- All Parents / Guardians / staff / students are requested to eliminate allergenic food stuffs from lunch boxes and celebratory events.
- No food and drink sharing strategy in the playground
- Age appropriate student education on allergy awareness and self-responsibility.

NUT RELATED STRATEGIES
- The Tuckshop, parent support groups (P&F) and outside caterers are made aware of the Allergy Management Policy and requested to eliminate nuts and food items with nuts as ingredients from their operations.
- Classroom teachers to promote student hand washing before and after eating.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.
- Age appropriate education of children with severe nut allergies – peanut and tree nut.
- All parents are asked to not send foods in school lunches that contain nuts, peanuts, tree nuts and those that contain ‘nut traces’.
- All staff and volunteers are to refrain from eating any foods that contain nuts, peanuts, tree nuts or those that contain ‘nut traces’ at school.

DAIRY AND EGG RELATED STRATEGIES
- Students with dairy product or egg allergies are managed by the school in consultation with the parents / guardians on a case by case basis.
- Age appropriate education of the children with the severe dairy/egg allergies.

INSECT RELATED STRATEGIES
- Diligent management of wasp and ant nests on school grounds.
- Education of staff and students to report significant presence of insects in play areas with a timely response for eradication of known nests
- Age appropriate education of the children with severe insect allergies.

PROCEDURES AND RESPONSIBILITIES FOR ALLERGY MANAGEMENT

MEDICAL INFORMATION
- Parents of children, employees and volunteers are responsible for providing ongoing accurate and current medical information in writing to the school. The school will seek updated information via medical form at the commencement of each calendar year, to which parents are required to respond. Furthermore, should a child develop a condition during a year, or have a change in condition the parents must advise the school of the fact with details clarified accordingly in the individual Health Plan.
- For students with an allergic condition, the School requires parents / guardians to provide written advice in the form of a signed Health Management Plan (Action Plan) from a doctor, which explains the condition, defines the allergy triggers and any required medication. This must be updated annually for known allergies.
• The School Administration Team will ensure there is an effective system for the management of medical information.

• The School Administration Team will liaise with parents on an annual basis to ensure that the Health Management Plan (Action Plan) is established and updated for each child with a known allergy.

• Teachers and teacher aides of those students and key staff are required to review and familiarise themselves with the medical information.

• Each Class teacher will receive an Ascertained and Medical Alert document in his/her class folder.

• Action Plans with a recent photograph for any students with allergies will be posted in relevant rooms (including Tuckshop) with parental permission.

• Where students with known allergies are participating in camps and/or excursions, the risk assessments and safety management plans for those camps and/or excursions will include each student’s individual allergy Health Management Plan (Action Plan). Teaching staff in control of such camps or excursions must ensure they or another staff member is trained in the use of the EpiPen and is also capable of managing an anaphylaxis reaction.

• Relevant sports coaches are provided with medical information and individual Health Management Plan for any student with known allergy prior to undertaking any sporting activity.

EPIPEN MANAGEMENT
Where EpiPens (Adrenalin) are required in the Health Management Plan:

• Parents/guardians are responsible for the provision and timely replacement of the EpiPens, in all sections of the school.

• Parents will advise the school when the replacement of medication for students is due.

• The EpiPens are located securely in relevant locations at Lower Campus, Upper Campus and Preschool Facility approved by the Principal.

• Whilst EpiPens are the individual’s responsibility, St Mary’s will keep an additional EpiPen suitable for children in emergencies.

• The school will ensure those teaching staff and school officers working with students with allergies, are trained in the use of EpiPens and records of such training are maintained.

MINIMIZED NUT ENVIRONMENT STATEMENT
St Mary’s School will promote the following food allergy information through the school website, parent handbook, newsletter articles and parent support meetings (incl. P & F) on an annual basis.

FOOD FROM HOME
Parents are requested to pack student lunches that contain:

• No peanuts
• No nuts of any type
• No foods with peanut or nut derivative or ingredients (e.g. Nutella, Peanut Paste, Nut Bars)
• No foods that contain traces of peanut
• No foods that contain nut traces

STAFF DIET

• All staff and volunteers are to refrain from eating any foods that contain nuts, peanuts, tree nuts or those that contain ‘nut traces’ at school or in the school grounds at any time.

• Staff will not provide rewards of food/sweets or curriculum materials that contain nut ingredients or nut traces.
INDIVIDUAL HEALTH PLANS

- Parents of children, employees and volunteers with allergies must provide ongoing accurate medical information in writing to the school on an annual basis in the form of a signed Health Management Plan from a Medical Practitioner.

- Should a child develop an allergic condition during a year, or have a change in condition the parents must advise the school of the fact with details clarified accordingly in the individual Health Plan.

TUCKSHOP

Tuckshop management will be consulted and work with the school administration team in preparing foods under the following guidelines:

- No Peanuts
- No nuts of any types
- No foods with peanut or nut derivative or ingredient (e.g. Nutella)
- No foods that contain some traces of peanut (where possible)
- It is expected that tuckshop staff are made aware of the risk of cross-contamination when preparing foods.
- Parent responsibility includes the expectation that they make themselves aware of tuckshop foods and train their children to avoid any products they consider ‘unsafe’.

CAMPS AND EXCURSIONS

- The teacher coordinating the activity shall check with food providers and ensure ‘safe’ food is provided, or that an effective control is in place to minimise risk of exposure.
- Where a student is prescribed an EpiPen, all staff present during the activity shall be made aware of the appropriate medical treatment outlined in the Individual Health Management Plan.
- Individual student EpiPens will be taken on all school camps and/or excursions.
- A spare, current school EpiPen will be taken on all school camps and/or excursions.

SCHOOL EVENTS

- Where a planned BBQ or event is planned, the coordinating group (e.g. P&F) are responsible to ensure that peanuts, peanut products or peanut oil are not used.
- No Nuts or Nut Products are to be provided.
- No foods containing nut traces are to be provided.