The **aims** of this policy are to minimise the risk of an anaphylactic reaction occurring while children attend Huntingtower and to ensure that staff respond appropriately to an anaphylactic reaction by initiating appropriate treatment. This includes competently administering adrenaline via an auto-injection device. In addition, it will serve to raise awareness of anaphylaxis and its management amongst the school community through education and policy implementation.

**POLICY STATEMENT**

Huntingtower believes that the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility, and is committed to:

- providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- raising awareness of families, staff, children and others attending the meetings about allergies and anaphylaxis
- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
- ensuring all staff members and other adults at the School have adequate knowledge of allergies, anaphylaxis and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

- to ensure that an Individual Anaphylaxis 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.
- to ensure that an 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.
- Huntingtower has a no nuts policy at the facility.
- ensuring that Huntingtower will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

**SCOPE:**

This policy applies to the Principal, School Executive, staff, students on placement, relief teachers, volunteers, parents/guardians, children and others attending the programs and activities of Huntingtower School.

**RESPONSIBILITIES:**

**School:**

- to purchase Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

  In doing so, the Principal will take into account the following relevant considerations:

  - the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
  - the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
  - the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including in the school yard, and at excursions, camps and special events conducted or organised by the School; and
the Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School’s expense, either at the time of use or expiry, whichever is first.

- The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

- The School will detail the Risk Minimisation and Prevention Strategies that the School will put in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:
  - during classroom activities (including class rotations, specialist and elective classes);
  - between classes and other breaks;
  - in canteens;
  - during recess and lunchtimes;
  - before and after school; and
  - special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

The school will ensure that School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - the School’s Anaphylaxis Management Policy;
  - the causes, symptoms and treatment of anaphylaxis;
  - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
  - how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
  - the School’s general first aid and emergency response procedures; and
  - the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

The school will set out a Communication Plan to provide information to all School Staff, students and Parents about anaphylaxis and the School’s Anaphylaxis Management Policy. It must include strategies for advising School Staff, students and Parents about how to respond to an anaphylactic reaction by a student in various environments including:
• during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls; and

• during off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School.

• It must include procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

The School will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Parents:
It is the responsibility of the Parents to:

• provide the ASCIA Action Plan;
• inform the School in writing if their child’s medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
• provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed; and
• provide the School with an Adrenaline Autoinjector/Epipen that is current and not expired for their child.

• Assist in the development of Individual Anaphylaxis Management Plans

Students:
On signing the Individual Anaphylaxis Management Plan the Student and Parent/Guardian are acknowledging the School’s policy on Anaphylaxis Management. Student will carry their Epipen with them at all times.

Staff:
Staff will monitor the student’s Individual Anaphylaxis Management Plan. Staff to be aware of the possibility of the hidden allergens in cooking, food technology, science and visual arts classes. A review of the school’s emergency response and management strategies for students at risk of anaphylaxis will be conducted each semester in line with the school’s Emergency Response Plan

RISK MINIMISATION AND PREVENTION STRATEGIES

Junior School:
• the Epipen is kept in a container in the classroom and the child takes the epi pen to every class sporting activity and excursion.
• the child is only allowed to eat food that has been specifically prepared for him/her. This includes excursions and camp situations
• during cooking activities all ingredients are checked to see if they are suitable for the child to be in close contact. If not the child is given an alternative activity.
• ensure there is no food sharing or sharing of food utensils or containers at the School
• bottles, other drinks, lunch boxes and all food provided by parents/guardians should be clearly labelled with the child’s name
on special occasions, such as birthdays, cakes and treats must be given to the teacher, not just shared with the students. The teacher monitors the distribution of these treats and children with anaphylaxis are not allowed to eat them.

- on excursions in lower grades the parents or nominated representative of a child with anaphylaxis must accompany the excursion.
- The teachers on playground duty carry a bag which includes the details of the children with anaphylaxis.
- All parents and students are reminded regularly in assemblies and through the Junior School Jottings about the 'no nut' policy and the requirement that students do not share food. This information also appears in the Junior School handbook.
- All children wear closed toe shoes, including on ‘free dress’ day during classroom activities (including class rotations, specialist and elective classes);

Senior School
Specialist teaching staff have been provided with detailed alert lists. Anaphylaxis action plans and the school’s Anaphylactic Management and Emergency response plan are displayed in the School’s Main Office, Canteen, PE/Sport Teacher’s Office, Library Office, Music Room, VCE Centre and the Staffroom. EpiPen alert tags with each child’s photograph, name, current contact details and an anaphylaxis management quick reference card and ASCIA emergency plan are kept in the Quiet Room.

The teachers on playground duty carry a bag which includes the details of the children with anaphylaxis.

Generic and current EpiPens are located in the School Quiet Room, VCE Centre, Canteen and Senior Gym.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLAN
The Individual Anaphylaxis Management Plan will set out the following:

- information about the student’s medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School;
- the name of the person(s) responsible for implementing the strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA Action Plan.

School Staff will then implement and monitor the student’s Individual Anaphylaxis Management Plan.

The student’s Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student’s Parents in all of the following circumstances:

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after the student has an anaphylactic reaction at School; and
o when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, excursions).

PREVENTION STRATEGIES

The Principal and/or Principal’s nominee will be responsible for communicating information to all staff, students and parents about anaphylaxis and the school’s anaphylaxis management policy through the School Newsletter and School Website in the form of fact sheets, brochures and electronic links to information.

Special event organisers (e.g. fete committee) are alerted to the need to be aware of the possibility of the hidden allergens in different food choices e.g. Barbeques. The school has a nut free policy at all times and all are expected to abide by this.

SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

All staff are trained in level 2 First Aid with Yearly CPR, Asthma and Anaphylaxis updates.

All Staff participate in an anaphylaxis briefing, which will occur twice per calendar year with the first one to be held at the beginning of the school year.

Consultation and written permission will be obtained from parents of students at risk of anaphylaxis to administer a generic EpiPen if circumstances require, in line with the school’s Anaphylaxis Emergency Response Plan.

The School will display the student’s name, photograph and relevant treatment details in staff areas, the School Office Quiet Room, Canteen, Senior School Staff Work Room, Music Centre. This information is also included in the emergency kit for the Senior School. Detailed information is outlined in the Anaphylaxis Emergency Response Plan.

Classroom
All Staff are briefed on students who are at risk of Anaphylaxis.

School Yard
Yard Duty Staff carry a bag containing a emergency procedures, the location of the nearest generic epipen; detail list of students who are at risk of Anaphylaxis.

Excursions/Camps
Prior to leaving the School for any event, excursion or camp the teacher in charge will consult with the Officer First Aiders to identify any student with Anaphylaxis. The Officer First Aider will provide a medical summary identifying the student’s anaphylaxis symptoms and the known allergens which may affect him/her and information regarding any other medical issues.

The School has a ‘Nut Free Policy’
SCHOOL COMMUNICATION PLAN

School

- the ‘no nuts’ policy is clearly documented in the School handbook, in the Junior School Jottings and students are reminded in assemblies
  The ASCIA plans are kept close to the photocopier and behind the door in the Prep storeroom as well as the main office. All staff receives a summary sheet of the children with physical issues. Those teachers who teach children with anaphylaxis are given copies of the plan. The plans are also kept in the Yard Duty Bags.
- The emergency teachers are also given a copy of this information

• Individual Anaphylaxis Plan; Staff Briefings; The Bulletin; Website
• The Anaphylaxis details are addressed during school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls; and during off-site or out-of-school activities, including on excursions, school camps and at special events conducted or organised by the School.
• Students, Parents and Guardians sign an Individual Anaphylaxis Management Plan agreeing to the School’s Anaphylaxis Communication Plan and Policy.
• Senior School has a Nut Free Policy.

It is the responsibility of the Principal of the School to ensure that relevant School Staff are:
• trained; and
• briefed at least twice per calendar year.

STAFF TRAINING

The following School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  o the School’s Anaphylaxis Management Policy;
  o the causes, symptoms and treatment of anaphylaxis;
  o the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
  o how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
  o the School’s general first aid and emergency response procedures; and
  o the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.
The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrols, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

**ANNUAL RISK MANAGEMENT CHECKLIST**

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.