

## St Joseph's Primary School

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## ST JOSEPH'S PRIMARY SCHOOL

### ANAPHYLAXIS POLICY & PROCEDURES

#### Authorisation

St Joseph's Primary School Board initially adopted this policy at a meeting held February 2017. The policy has undergone one review (2020) and will continue to be reviewed on a triennial cycle.

#### Review Date

This policy will next undergo review and renewal in 2023.

#### Scope

This policy applies to staff, parents, students and volunteers at St Joseph's Primary School.

#### Definition

What is anaphylaxis?

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens or trigger substances that may cause anaphylaxis in children are peanuts, tree nuts, fish, shellfish, egg, cow's milk, sesame, soy, insect stings, latex and certain medications.

#### Policy

St Joseph's Primary School is committed to the implementation of appropriate procedures in order to minimise students' exposure to potential allergens.

St Joseph's Primary School does not condone the implementation of blanket food bans nor does it prohibit the entry of particular food substances into the school. This position is supported by the recommendations of Queensland Health and the Australasian Society of Clinical Immunology and Allergy (ASCI).

St Joseph's Primary School does not claim to be a peanut/nut free school, as this is impossible to guarantee and may lead to a false sense of security about exposure to allergens.

As a school, we actively educate all members of our community about being *allergy aware* so that we are constantly building understanding about the risks that food items can present and implementing procedures in order to keep vulnerable members of St Joseph's safe.

## **Procedures**

Staff members will:

- Be made aware of the details and location of individual 'Action Plans' and epipens. School sourced epipens are kept in the WHSO office fridge and in the Staffroom fridge.
- Undergo annual training in the administering of epipens which includes online training.
- At meal times, seat student with known allergens in their lunch boxes away from students who are medically diagnosed with anaphylaxis.
- Manage any household items that are brought into the classroom (e.g. egg and food cartons).
- Use appropriate alternate ingredients when conducting food related activities with students (Parental assistance may be sought to find suitable alternatives).
- Student identified Action Plans are displayed in the tuckshop, the front office and the staff room.
- Supervise the cleaning of hands and mouths of students who have consumed known allergens from their lunchboxes.
- In the Prep area, use appropriate cleaning procedures to wipe tables after meal times (or advise volunteers of table wiping procedure). Morning tea and lunchtime procedures will be displayed in the preparation area.

## **Parent/Caregiver Responsibility**

It is the responsibility of the parent/caregiver to notify the Principal in writing that their child has a severe allergy and is at risk of an anaphylactic reaction. This notification is to take place at the time of enrolment or if the child is already enrolled, as soon as possible after the child is medically diagnosed with a severe allergy.

Parent/Caregiver must:

- Provide a current coloured action plan that comprehensively outlines their child's medical condition and the recommended treatment able to be provided by relevant staff members.
- Ensure all contact information details are correct.
- Provide all of their child's food requirements for each separate day's attendance in sealed containers.
- Provide an epipen which is date compliant as prescribed by the child's medical practitioner and as outlined in the emergency action plan.
- Provide (where appropriate) *current and date compliant* antihistamine as prescribed by the child's medical practitioner and as outlined in the emergency action plan.
- Provide a pouch or similar carry bag to house the epipen and antihistamine (if required) for ease of transport about school.
- Provide permission for the school to inform other families of the child's allergy through an Allergy Notification.
- Provide their child with suitable identification or any other means as deemed necessary as discussed at the interview, for example red hat.
- Support the school by providing current educational information about severe allergies and anaphylaxis to the Principal.

## Action Plans

- All students diagnosed with anaphylaxis require an Action Plan.
- Action Plans are to be in colour, signed by a medical practitioner and must include a photo of the student.
- It is the responsibility of the parent/caregiver to supply a completed action plan to the Principal on or before the child's first day OR as soon as possible after diagnosis.
- The student may be excluded from school until the completed action plan is received.
- Action plans are to be displayed in the staffroom, in the office (first aid officer's room), in the tuckshop and a copy displayed in the appropriate classroom/s as discussed with parents.

## Epipens

- Parent/caregiver must sign a consent form for the injection of epipen and administering of antihistamine yearly as per the Administration of Medication procedures.
- Parents to supply a date compliant epipen.
- Individual epipens are to be stored in a visible and easily accessible place in the student's classroom.
- A copy of the student's action plan is to be kept with their epipen.
- All epipens are to be registered with the 'Epipen Club' <http://www.epiclub.com.au/> whereby an email reminder is sent to the school 2 months and 1 month prior to the expiration of epipens.

## Excursions

- Consultation by staff with parent/caregiver prior to excursion.
- Student's labelled epipen and copy of action plan must be taken on excursion as per risk assessment.
- Staff to carry mobile phone.
- Student must be identified in the risk assessment.

## Food at school Procedures

- Lunchboxes to be checked for food containing known allergens.
- Students with anaphylaxis to be seated away from lunch boxes containing known allergens.
- Students who have consumed food from their lunch boxes known to cause an anaphylactic reaction in their peers, MUST wash their hands and mouth. To be supervised by staff.
- In order to alleviate the threat of communal contamination, in consultation with key leadership members, classroom teachers can negotiate alternative toileting procedures for anaphylactic students.

## **Education of other parents and students at the school**

- A letter from the parent/caregiver explaining anaphylaxis, the risks it poses to affected students and a request to find alternate products to send to the school may be distributed to parents of students in the class including the student with anaphylaxis on the first day of the school year.
- An Allergy Notification should be distributed within the first 4 weeks of Term 1 (**or within 2 weeks of a new student commencing mid-year**) alerting others families of the class that a student in their child's class has anaphylaxis. This notification will contain details of the allergens, in the pursuit of community awareness and education. Through acceptance of enrolment at St Joseph's, permission from the parent/caregiver of the student with anaphylaxis to distribute this notification will be assumed.
- A notice which reminds families of the seriousness of anaphylaxis and identifying the allergens (current for that year) will be distributed each semester.
- Through sensitive classroom discussion and through the use of resources, the teacher will make other students in the class aware of their peer's severe allergies. Permission from the parent/caregiver of the student with anaphylaxis must be obtained prior to the release of the information.

## **In the Event of an Anaphylactic Emergency**

ANAPHYLAXIS IS POTENTIALLY LIFE THREATENING AND ALWAYS REQUIRES AN EMERGENCY RESPONSE.

### **Students with an action plan for anaphylaxis**

- Call for help early, If teacher has mobile phone, call 000 directly, advise QAS of emergency and follow instructions. Enlist help of staff or other students to nearby to alert the office staff of emergency and exact location of event.
- Retrieve EpiPen if teacher not in possession of one. Office staff to wait out the front of school to direct QAS to emergency. Office staff to alert parent or caregiver.
- Follow emergency response as outlined in student's action plan for anaphylaxis.
- Seek urgent medical assistance – call an ambulance (tell dispatch that the medical condition is anaphylaxis).
- If unconscious and no pulse is evident after epipen is administered, follow first aid procedures until ambulance arrives.
- Contact parent/caregiver.
- Maintain close observation for possible relapse while waiting for ambulance or medical assistance.
- Once QAS arrive and take over care, ensure students and teachers debriefed

### **Students without an action plan – procedures for follow up**

Severe allergic reactions or anaphylaxis can occur when there is no history of known allergies. This situation should be treated as an emergency. Under these circumstances, there will be no action plan. Recognition of the symptoms and/or signs may also be a problem. The following steps should be followed:

- Seek urgent medical assistance – call an ambulance (if suspected, tell the dispatcher that the medical condition could be anaphylaxis).
- Contact student's parent/caregiver.
- Follow standard resuscitation measures if there is no pulse, no breathing or loss of consciousness.
- Administer one of the school-owned epipens.

## POLICY REVIEW

The policy will be reviewed by the St Joseph's Catholic Primary School Board not less frequently than once every three years.

Policy Dates			
Implemented	February, 2017	Reviewed	April, 2020
Next Review Due	April, 2023		
Policy Authorisation			
Principal	Mr Nic Constable	Signature	<a href="mailto:nic.constable@bne.catholic.edu.au">nic.constable@bne.catholic.edu.au</a>