

## Anaphylaxis Management Policy

### 1. Purpose

Anaphylaxis is the most severe form of allergic reaction. Individuals can have a mild, moderate or severe allergic reaction. Anaphylaxis is a severe, rapidly progressive, allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, cow’s milk, eggs, tree nuts (eg cashews and walnuts), wheat, soy, sesame and certain insect stings (particularly bees, wasps, ants and ticks).

The key to prevention of anaphylaxis in schools is knowledge of those students and staff who have been diagnosed at risk, awareness of allergies and prevention of exposure to these triggers that cause allergic reactions.

Partnerships between the College and parents/guardians are important in helping students and staff avoid exposure as well as age-appropriate education for students.

Adrenaline given through an adrenaline (epinephrine) auto-injector (such as an EpiPen® or EpiPen® Jr) into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

The purpose of this policy is to communicate how Cornish College manages Anaphylaxis and raise awareness amongst staff, students, parents/guardians and College community.

### 2. Scope

This policy applies to all members of the Cornish College community.

It is important to remember that minimising the risks of anaphylaxis is everyone’s responsibility, including the Principal and all College staff, parents/carers, students and the broader College community.

### 3. Key Responsibilities

Position/Roles	Responsibilities
Parents and Guardians	<ul style="list-style-type: none"> <li>Inform the College in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been prescribed an adrenaline auto-injector or not</li> <li>Obtain and provide the College with an <b>ASICA Action Plan</b> (refer Appendix 2) <b>annually at the commencement of the school year</b> from the student's medical practitioner that details their condition, any medications to be administered, and any relevant emergency management procedures;</li> <li>Students will not be permitted to attend school in the absence of a current anaphylaxis plan</li> <li>Immediately informing the College Health Centre staff in writing of any changes to the student’s medical condition and if necessary providing an updated ASICA Action Plan</li> </ul>

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	<ul style="list-style-type: none"> <li>• Meeting with and assisting the College Health Centre staff to develop the Student's individual Anaphylaxis or Allergic Reactions Management Plan</li> <li>• Providing the College with an adrenaline auto-injector and any other medications that are current and not expired</li> <li>• Informing College staff in writing of any changes to the student's emergency contact details</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Ensure that the College develops, implements and annually reviews this policy in accordance with Ministerial Order 706 and the associated Guidelines</li> <li>• Ensure the Risk Management checklist for Anaphylaxis is completed and reviewed annually</li> </ul>
Anaphylaxis Supervisors	<ul style="list-style-type: none"> <li>• In conjunction with the Principal to develop, implement and regularly review this policy</li> <li>• Inform the Principal prior to day one of term 1 if current students with anaphylaxis have not supplied the school with a current anaphylaxis plan</li> <li>• Lead the twice-yearly Anaphylaxis College staff briefing</li> <li>• Work with the Principal, parents/guardians and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy</li> <li>• Ensuring students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant staff</li> <li>• Provide advice and guidance to College staff about anaphylaxis management and undertake regular risk identification reviews and implement appropriate minimisation strategies</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>• Know and understand the requirements of this policy</li> <li>• Know the identity of students who are at risk of anaphylaxis, know their face and if possible what their specific allergy is</li> <li>• Undertake training in anaphylaxis management</li> <li>• Create and maintain a safe environment for all students and colleagues with anaphylaxis</li> <li>• Raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering a College environment that is safe and supportive for their peers</li> </ul>

#### 4. Source of Obligations

Under the ***Education and Training Reform Act 2006 (Vic) (s 4.3.1 (6)(c)) (the Act)***, all schools must develop an anaphylaxis management policy.

***'Ministerial Order No. 706: Anaphylaxis Management in Victorian schools'*** prescribes specific matters that registered schools in Victoria must contain in their anaphylaxis management policy for

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the purposes of section 4.3.1(6)(c) of the Act.

And under the **National Quality Standard, Quality Area 2: Children's Health and Safety**, Cornish College Principal or Director of ELC will ensure that there is at least one educator on duty at all times who has current approved anaphylaxis management training.

## 5. Cornish College's Policy

Cornish College is committed to providing a safe learning environment for all our students and complying with the obligations and legislation as detailed in Section 4 above.

The College recognises that while policies and procedures to reduce the risk of an allergic reaction can be developed and maintained, they cannot achieve a completely allergen-free environment.

It is our policy:

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling
- To adopt the recommendations of the Guidelines where relevant to the College
- To raise awareness about anaphylaxis and the College's Anaphylaxis Management Policy in the College community
- To engage with parents/guardians of students at risk of anaphylaxis in assessing risks, developing risk minimisation and management strategies for the student; and
- Ensure that staff have knowledge about allergies, can recognise an allergic reaction including anaphylaxis and understand the College's policy and guidelines and emergency procedures in responding to anaphylaxis

## 6. Safe Work Practices

Cornish College has developed the following work practices and procedures for managing anaphylactic shock:

- Individual Anaphylaxis Management Plans
- Communication Plan
- Anaphylaxis Training and Briefing
- Adrenaline Auto injectors – Purchase, Storage and Use
- Emergency Response Procedures and
- Risk Minimisation Strategies

A summary of these work practices and procedures is as follows.

### 6.1 Individual Anaphylaxis Management Plans (refer Appendix 1)

**Parents/Guardians are requested to notify the College in writing of all of their child's medical conditions** including allergies, asthma and the potential for anaphylactic reaction, and any changes to their child's medical condition:

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Students who are identified as being at risk of anaphylaxis are considered high risk.

The **College Anaphylaxis Supervisor / Health Centre Coordinator** will work with the **Principal, parents/guardians** and **students** to develop, implement and review each Individual Anaphylaxis Management Plan.

The College maintains a complete and up-to-date list of students identifying as having a medical condition that relates to allergy and the potential for anaphylaxis. It is the responsibility of **Health Centre Coordinator** to keep this list up to date. Master copies of all management plans will be held in the Health Centre and electronically in the College's Synergetic database.

The *Individual Anaphylaxis Management Plan* will be in place as soon as practicable after the student enrolls, and where possible before their first day of school and will set out the following (refer Appendix 1);

- 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 in-school and out of school settings including camps and excursions
- The student's *Individual Anaphylaxis Management Plan* will be reviewed, in consultation with the student's parents in all of the following circumstances;
  - Annually, **PRIOR TO THE FIRST DAY OF TERM 1**
  - if the student's medical condition changes,
  - as soon as practicable after the student has an anaphylactic reaction,
  - 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, incursions)
- Parents/guardians are required to inform the College if their child's medical condition changes, and if relevant, provide an updated ASCIA Action Plan. The ASCIA Action Plan must be completed and signed by a medical practitioner. The ASCIA Action Plan needs to be renewed at least every 18-24 months (most students renew their ASCIA Action Plan with each new prescription of adrenaline auto-injector as they expire every 12-16 months)
- If staff and parents/guardians have difficulty agreeing on management strategies, communication with the student's medical practitioner or Royal Children's Hospital Anaphylaxis Advice and Support service (1300 725 911) should be considered
- The Individual Anaphylaxis Management Plan must be signed off by the parent/guardian and a designated staff member

## 6.2 Communication Plan

The Principal will ensure that all staff, students and parents will be provided with information about this *Anaphylaxis Management Policy* and strategies about how to respond to an anaphylactic reaction. This will include:

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- Informing parents, via email each year, to provide an update of their child's medical information including allergies, asthma and anaphylaxis management plan as diagnosed
- Informing staff of the identities of students diagnosed at risk of anaphylaxis and where their medication is located at the start of each year and after receiving update of anaphylaxis management plan. Staff will be informed through information sessions, emails and notices in staff rooms and the Health Centre
- Providing information and training on how to use an adrenaline auto-injection device through regular staff information and training each year
- Reviewing the College's first aid and emergency response procedures and communicating to staff at regular staff meetings
- Provide parents and the community with general guidelines on how they can help in preventing and managing Anaphylactic reactions at Cornish College (refer Appendix 2)

The Class/Form teacher of a student at risk of anaphylaxis will:

- Receive email notification of student is anaphylactic; and
- Access the students individual anaphylaxis management plan and ASCIA Action plan on Synergetic and Operoo
- Promote student awareness of allergy (including food and insect allergy) and the risk of anaphylaxis. (Being aware that a student at risk of anaphylaxis may not want to be singled out or treated differently)

An Adrenaline Auto-injector (EpiPen) register will be kept at the Health Centre to sign in and out any Adrenaline Auto-injector (EpiPen)s.

The Class/Form teacher or Daily Organiser will inform volunteers and/or casual relief staff of students with a medical condition that relates to an allergy and the potential for an anaphylactic reaction and their role in responding to an anaphylactic reaction of a student in their care.

### **6.3 Anaphylaxis Training and Briefing**

The College will provide anaphylaxis training for all staff with a priority given to:

- Staff who conduct classes attended by students at risk of anaphylaxis
- Staff identified by the Principal, based on a risk assessment of an anaphylactic reaction occurring while a student is under the care or supervision of the College; and
- Anaphylaxis Supervisor(s)

In accordance with the Ministerial Order 706, staff must complete an online training course (ASICA Anaphylaxis e-training) followed by a competency check by the School Anaphylaxis Supervisor every 2 years OR complete a face-to-face training course every 3 years.

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In addition to the training above all school staff must also participate in anaphylaxis briefings. Briefings must occur twice per year, with the first to be held at the beginning of the school year. Each briefing will cover the following areas:

- Our Anaphylaxis Management Policy
- The causes, symptoms and treatment of anaphylaxis
- Identify students at risk of anaphylaxis and the details of their medical condition and where their medication is located
- How to use an adrenaline auto-injector including practising with a “trainer” adrenaline auto injector
- The College’s general first aid and emergency response procedures; and
- The location of and access to adrenaline auto-injectors provided by parents or purchased by College for general use

If any of these training briefings do not occur when scheduled, the Principal will ensure a briefing shall occur as soon as possible thereafter.

#### **6.4 Adrenaline Auto-injectors – Purchase Storage and Use**

The Principal will arrange to purchase and maintain an appropriate number of Adrenaline Auto injectors for general use to be part of the College's first aid kit, stored with a copy of the General ASCIA Action Plan for Anaphylaxis.

General use Adrenaline Auto injectors are used when:

- A student’s prescribed Auto-injector does not work, is misplaced, out of date or has already been used
- A student is having a suspected first time anaphylactic reaction and does not have a medical diagnosis for anaphylaxis; or
- When instructed by a medical officer after calling 000

#### **Locations of general use Adrenaline Auto-injector**

All staff should be aware of the location of these emergency Adrenaline auto-injectors:

- Adrenaline Auto-injector (EpiPen) situated in all St John first aid kits
- Health Centre at Reception (Epi Ready on wall)
- Staff room (Epi Ready on wall)
- Senior Studies Centre Office (Epi Ready on wall)
- Canteen (Epi Ready on wall)

#### **Storage of Adrenaline Auto-injectors**

All adrenaline auto-injectors must be stored in an unlocked, assessable place away from direct light and heat but not in a refrigerator or freezer with a student’s or general ASCIA Action Plan for Anaphylaxis.

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For students' individual adrenaline auto-injectors must be clearly labelled with students' name stored in locations at the College which are easily accessible and unlocked.

For children under 10 years, it is not advised that they carry their medication kit (including their adrenaline auto-injector) on their person unless they:

- Travel to school without an adult present, or
- have been advised to do so by their medical practitioner

Students above the age of 10 years may carry their own medical kit (including their adrenaline auto-injector and ASCIA Action Plan) on their person at all times. If this is the case, it will be listed in the student's **Individual Anaphylaxis Management Plan**.

Students in secondary years must always have their adrenaline auto-injector with them as they move from class to class, are at activities off the College grounds and during travel to and from the College without parental/adult supervision.

The College will undertake regular reviews of students' adrenaline auto-injectors, and those for general use, to ensure the requirements of this policy are being met.

## 6.5 Emergency Response Procedures

In the event that a student suffers anaphylaxis, the student will be managed in accordance with the individual's ASCIA Action Plan for Anaphylaxis.

In the event of a student is displaying signs of anaphylaxis the staff member should:

- Stay with anaphylactic student
- Lay the student flat and do not allow them to stand or walk
- If the student is carrying their adrenaline auto-injector (EpiPen) following instructions on ASICA Action Plan an give the adrenaline auto-injector accordingly
- If the student is not carrying their adrenaline auto-injector (EpiPen), send a staff member or reliable students to retrieve adrenaline auto-injector (EpiPen) from the Health Centre or the nearest stock of emergency adrenaline auto-injectors (EpiPen) in the following locations;
  - In all St Johns First Aid Kits (Yard Duty staff)
  - Health Centre in Front office (Epi Ready on wall)
  - Staff Room (Epi Ready on wall)
  - Senior Study Centre Office (Epi Ready on Wall); or
  - Canteen (Epi Ready on wall)
- Whilst administering the adrenaline auto-injector (EpiPen) send a staff member/student to inform Administration staff of the incident and clearly state;
  - the name of student; and
  - location of student.

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- Administration staff to:
  - Inform Health Centre Coordinator
  - Ring ambulance stating a student has suffered an anaphylactic reaction
  - Contact the student's emergency contacts
  - Send a staff member to the school roundabout to meet the ambulance and direct them to the student location

Please note:

An up to date list of all students at risk of anaphylaxis is located at the Health Centre, Staff Room, Food Technology office and Canteen.

Individual Anaphylaxis management plans and ASCIA plans are also located at the Health Centre and within each of the student's adrenaline auto-injector packs (packs can be used when on or off site).

## 6.6 Risk Minimisation Strategies to avoid allergens and treat anaphylaxis

**Cornish College has developed a number of risk minimisation strategies to assist staff to avoid allergens and treat anaphylaxis in the following situations:**

- In the Classroom
- In the Canteen
- In the school yard
- Food Technology classes
- During On-site events
- During Off-site events
- During Camps and Remote Setting

These risk management strategies are available to Cornish College staff via the Hive.

## 7. Signage and Policy Availability

This policy will be readily accessible to all staff, families and visitors on the College Website and via the Hive. Ongoing feedback on this policy is invited.

ASCIA Action Plans are posted in the staffroom with first aid procedures.

## 8. College Anaphylaxis Supervisor Role

The Principal will appoint a minimum of two School Anaphylaxis Supervisors who will be appropriately trained to be able to verify the correct use of adrenaline auto injector (trainer) devices and lead the twice-yearly briefings on the school's Anaphylaxis Management Policy.

Cornish College has appointed the following staff members as its Anaphylaxis Supervisors:

- Health Centre Coordinator; and
- Human Resources Manager

The Anaphylaxis Supervisors will also assist the Principal in meeting their obligations.

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## 9. Review

Management and staff will monitor and review the effectiveness of the Anaphylaxis Management Policy regularly. Updated information will be incorporated as needed.

The Principal will undertake an annual Anaphylaxis risk management review each year using the Annual Anaphylaxis Risk Management Checklist.

## 10. References

- Ministerial Order 706
- Anaphylaxis Guidelines for Victorian Schools Published by Department of Education and Training, Victorian State Government
- Complispace, Anaphylaxis Management Policy and Safe Work Practices (June 2019)

## 11. Related College Policies and Forms

- Individual Anaphylaxis Management Plans (refer Appendix 1)
- Anaphylaxis Safe Work Practices - Refer to College Complispace Policy module
- Asthma Management Policy SWPOL – 032
- Diabetes Management Policy SWPOL - 220
- First Aid Policy SWPOL – 060
- Student Medication Policy SWPOL - 100

## Student Anaphylaxis Management Plan

This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the Parent.

It is the Parents' responsibility to provide the School with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.

<b>School</b>		<b>Phone</b>	
<b>Student</b>			
<b>DOB</b>		<b>Year level</b>	
<b>Severely allergic to:</b>			
<b>Other health conditions</b>			
<b>Medication at school</b>			
<b>EMERGENCY CONTACT DETAILS (PARENT)</b>			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>EMERGENCY CONTACT DETAILS (ALTERNATE)</b>			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>Medical practitioner contact</b>	<b>Name</b>		
	<b>Phone</b>		
<b>Emergency care to be provided at school</b>			
<b>Storage for Adrenaline Auto injector (device specific) (EpiPen®/ Anapen®)</b>			

**ENVIRONMENT**

To be completed by Principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.

**Name of environment/area:**

<b>Risk identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible?</b>	<b>Completion date?</b>

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**Name of environment/area:**

<b>Risk identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible?</b>	<b>Completion date?</b>

(Continues on next page)

Name: \_\_\_\_\_

For EpiPen® adrenaline (epinephrine) autoinjectors

Date of birth: \_\_\_\_\_



Confirmed allergens:

Family/emergency contact name(s):

Work Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Plan prepared by medical or nurse practitioner:

I hereby authorise medications specified on this plan to be administered according to the plan

Signed:

Date: \_\_\_\_\_

Action Plan due for review: \_\_\_\_\_

## SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

## ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy - freeze dry tick and allow to drop off
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector
- Give other medications (if prescribed).....
- Phone family/emergency contact

**Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis**

## WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

## ACTION FOR ANAPHYLAXIS

### 1 Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit



### 2 Give EpiPen® or EpiPen® Jr adrenaline autoinjector

### 3 Phone ambulance - 000 (AU) or 111 (NZ)

### 4 Phone family/emergency contact

### 5 Further adrenaline doses may be given if no response after 5 minutes

### 6 Transfer person to hospital for at least 4 hours of observation

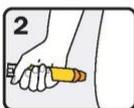
### If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

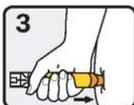
## How to give EpiPen®



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

All EpiPen®s should be held in place for 3 seconds regardless of instructions on device label

## ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer

if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed:  Y  N

This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- **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
- 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 (e.g. class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.

I consent to the risk minimisation strategies proposed.

Risk minimisation strategies are available at Chapter 8 - Prevention Strategies of the Anaphylaxis Guidelines

Signature of parent:	
Date:	
I have consulted the Parents of the students and the relevant School Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.	
Signature of Principal (or nominee):	
Date:	

## **Anaphylaxis Management Policy: Appendix 2**

### **Anaphylaxis and Allergies**

#### **General guidelines for College Community**

- Families are requested not to provide food for their children to consume during school hours, whilst at any school function or on camps/excursions, that contains nuts or products that have nuts listed on the official ingredients list on the label
- The canteen will not sell products that have nuts listed on the manufacturer's ingredients list on the product label
- Food provided at school catered functions will, as far as practicable, be nut free
- Parents/carers of children with anaphylaxis are encouraged to assist their child to be easily and discreetly identifiable by registering with and wearing a MedicAlert® bracelet
- Students should not trade or share food, food utensils and food containers
- Students with severe food allergies should only eat lunches and snacks that have been prepared at home
- Parents/carers will clearly label their child's drink bottle and lunch box with their child's name
- Photos are displayed in key places (Canteen, Food Technology, Health Centre, and Staffroom) of students who have allergies and/or are at risk of anaphylaxis
- Students with food allergies are identified and recorded at the commencement of Food Technology classes. Students will be given the option of completing another task without the allergen in these classes and, where possible, complete their tasks at a separate work bench
- When parents provide food for class celebrations, such as birthdays, they are asked to consult with the classroom teacher to ascertain students' dietary restrictions