

# ALLERGIES/ANAPHYLAXIS /ASTHMA POLICY

Hartwell Primary School

## **Rationale:**

Many students with allergies and asthma ranging from mild to severe, attend Hartwell Primary School. We are an allergy aware school. This policy has been devised to ensure that agreed procedures are in place to minimise and / or deal with allergic reactions at school and in school related activities. It aims to educate and inform the entire school community including students and staff in the management of allergy related emergencies. At Hartwell we aim to minimise the risks of allergy triggers at school.

## **Aim:**

To provide appropriate support and planning for students with allergies who attend Hartwell Primary School.

## **Guidelines:**

1. The school will ensure that the community will have relevant information re. allergies in regular newsletter and information sessions.
2. Parents of children with severe allergies will be advised to seek an interview with the new class teacher and the Assistant Principal [Student Welfare], before the start of the new school year, to discuss their child's allergies and management plans. They should provide details *in writing* of anaphylaxis plans, asthma plans or any other plans related to their child's allergies, in accordance with DEECD guidelines.
3. Parents will update information on anaphylaxis and asthma plans throughout the year as necessary.
4. Parents will be responsible for ensuring that the "use by date" of medication kept at school has not expired and if so, they should ensure that it is replaced.
5. Epi-pens, in clearly named storage bags, should be given to the Assistant Principal for storage in a central place which is familiar to the relevant parents and all students and staff.
6. The Assistant Principal will organise for these bags to be stored with the appropriate plans clearly displayed beside each bag.
7. The Assistant Principal will organise for staff to undertake anaphylaxis training each year as per DEECD guidelines. Teachers with students with other known allergies/medical needs will be trained in their management as appropriate.
8. Discussion re: the location of epi-pens and students who are anaphylactic / severely allergic, will be included in the induction program for new teachers each year.
9. Teachers will ensure that epi-pens / medication for severe allergies is taken on all excursions and parents will ensure that they are taken on camps.
10. Photos of all anaphylactic/asthmatic students will be attached to the first aid bags carried by teachers on yard duty, and appropriate management of emergencies will be included in the induction program for new teachers each year.
11. General information re: specific children's allergies will be passed on from one class teacher to the next year's class teacher at the start of each school year.
12. General information re: children with severe allergies/asthma will be available for Casual Relief Teachers via information clearly displayed in the Year Level Office. The names of students with severe allergies and asthma will also be displayed in the staffroom.
13. Canteen and the OSCH program will not serve nut products.

## **Evaluation:**

This policy will be reviewed by School Council in 2014.

This policy was last ratified by School Council in....

June 2012

★ **Please Note:** - This policy should be read in conjunction with the DEECD Anaphylaxis Policy.

[http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/Anaphylaxis\\_guidelines-v1.01b.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/Anaphylaxis_guidelines-v1.01b.pdf)