

Kaleen Primary School – Anaphylactic and Food Allergy Awareness Procedure

School Procedure:	Anaphylactic and Food Awareness Procedure
Review Date:	2026
Related Policies and Procedures:	<i>First Aid Policy and First Aid General Procedure, Anaphylaxis management procedure</i>

Procedure Statement

At Kaleen Primary School we promote an anaphylactic awareness environment. We provide responsible support for students and staff who have food allergies and could suffer reactions that may be life threatening. Kaleen Primary School takes all reasonable care when managing students who present at school with food allergies. Allergens may include but are not limited to: nuts, eggs, fish, sesame seeds, soy, wheat and dairy products. We work in partnership with families to ensure that food allergies are well managed at school. *We ask your cooperation in making sure that any foods you send to school with your child be free of nuts or nut products.*

Background

Allergies occur when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens. Allergens can be found in house dust mites, pets, pollen, insects, moulds, foods and some medicines. When allergy sufferers are exposed to allergens, they can develop an immune reaction that leads to allergic inflammation (redness and swelling).

Definitions

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. It is a generalised allergic reaction, which often involves more than one body system (e.g., skin, respiratory, gastro-intestinal and cardiovascular systems). It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention. Anaphylaxis usually occurs within 20 minutes of exposure to the trigger and can rapidly become life threatening. It is important to understand that any food can trigger anaphylaxis and even trace amounts of food can cause a life-threatening reaction.

Rationale

- To provide a safe environment for all members of Kaleen Primary School.
- Raise awareness to all members of the community, including staff, regarding anaphylaxis.

Kaleen Primary acknowledges that, at times, there are students and staff members within the school community who have identified food allergies. Therefore, we promote a food allergy aware environment. Exposure to foods containing allergens could be very harmful to children and adults with severe allergies. Once a person has experienced an allergic reaction, they are at predictable risk of recurrence.

The Education and Care Services National Regulations outlines specific requirements for the development of a suite of plans in consultation with parents and carers for any student with known anaphylaxis. These plans include a Medical Management Plan, which comprises the Known Medical Condition Response Plan, a Risk Minimisation Plan and a Communications Plan.



Procedures

These procedures enable Kaleen Primary to provide a safe teaching and learning environments for all members of the community. They also work to promote anaphylaxis awareness across all sectors of our community. It is difficult for schools to enforce the exclusion of various foods. However, these procedures are a proactive measure and have been established to manage food allergies and reduce exposure to risk.

The emergency management of an allergic reaction, including the use of an EpiPen, must always be part of a strategy that includes calling for medical assistance.

To minimise the risk to individuals, the following management strategies are in place:

- The school has a trained designated first aid officer on site.
- Staff are trained in EpiPen use.
- Staff work in partnership with the families of students with food allergies to ensure information held by the school is current and correct. Clarification will be sought by the school when required.
- Staff remind students on a regular basis to not share food from their lunches with other students. Restrictions on the sale of foods containing nuts and nut products in the school canteen.
- Removal of beehives and wasp nests within the school grounds.

Allergy Management for Students

- Parents/Carers are required to complete and return to the school the General Medical Information and Consent Form.
- Parents/Carers must specify the allergic trigger where possible on the Medical Information Form. It is recognised that in some children a cause cannot be identified.
- Students will be regularly reminded that certain foods should not be brought to school due to the food allergy.
- A commonsense approach to managing instances when there is offending food present will be taken. This includes placing distance between the food and the child with the allergy, hand washing and being aware of the ingredients contained in foods before shared classroom experiences such as birthday cakes or special events.
- If there is any doubt about the ingredients contained in foods, then the child with the allergy will not participate in the experience.
- The emergency management of a known allergic reaction, including the use of an EpiPen or similar device, will always be part of a strategy that includes calling for medical assistance.
- Parents and carers of a student or students who consistently bring known food allergens into the school environment will be asked to discuss the issue with the principal.

Anaphylaxis Management for Students with Severe Food Allergies

- Staff are trained on how to safely administer an EpiPen.
- Students and staff who are identified with severe allergic reactions need to have a Medical Management Plan, which comprises the Known Medical Condition Response Plan, a Risk Minimisation Plan and a Communications Plan (signed by their doctor or specialist) that should include:
 - Detail of triggers
 - Early warning signs/symptoms
 - First aid action to be taken
 - Emergency and medical contact details

- Any available EpiPen should be used whether supplied by staff or student, providing its use is authorised to be given to the student or staff member and is the appropriate dose for that person.
- The EpiPen or similar device will be administered in accordance with the First Aid Policy: https://www.education.act.gov.au/publications_and_policies/School-and-CorporatePolicies/wellbeing/health/first-aid/First-Aid-Policy
- In the absence of a written and signed Anaphylaxis Emergency Treatment Plan, only standard first aid can be given in an emergency, and staff will be unable to administer adrenaline. Anaphylaxis Management for Employees and Others
- Employees who know they may suffer anaphylactic reactions should provide supervisors and first aid officers with details of “reaction triggers” and the emergency treatment required.

In the event of an anaphylaxis emergency a staff member (First aid officer) should stay with the student to ensure medical observation occurs and call an ambulance immediately.

If parents are unsure about a certain food, they are encouraged to discuss it with a staff member.

Training

Kaleen Primary School will exercise due diligence in offering first aid training to all Kaleen Primary School Staff in accordance with site-based risk assessments and Early Childhood legislative requirements. Anaphylaxis training is covered in First Aid training and equips staff with the skills to administer adrenaline using an EpiPen.

EpiPens

EpiPens containing two strengths of adrenaline are available. They are the Junior (1-5 years) and Senior (stronger dose- students 5 years plus). People suffering anaphylaxis can obtain EpiPens from pharmacies as prescribed by medical practitioners. They should be used whether supplied by staff or students, providing its use is authorised to be given to the particular student or staff member and it is the appropriate dose for that person. In the absence of a written and signed Anaphylaxis Emergency Treatment Plan, only standard first aid can be given in an emergency, and staff will be unable to administer adrenaline.

Communication of the Procedures

The procedures will be communicated to Kaleen staff through:

- A staff meeting in the first three weeks of every school year.
- Medical Alert cards on teacher playground duty bags that contains photographs of students specifying the type of food allergy/allergies, their symptoms, and what to do in an emergency.
- Displaying the Medical Alert Plans in the Front Office and pre-school office.
- Sentral (SAS) Medical flags on student profile.
- Induction process for new staff.
- The Staff handbook: allergy aware school and where to find information on student medical needs.
- Relief staff are informed by the Staffing SLC about any student in the class with a life threatening allergy.

The procedures will be communicated to members of the school community through:

- Information in the school newsletter
- Letters home to relevant families at the start of each school year.
- The enrolment information package and discussion with new families on enrolment.
- Continual staff reinforcement.

If parents are unsure about a certain food, they are encouraged to discuss it with a staff member or the Principal.