



Rockingham Montessori School Incorporated  
ABN: 68 115 270 695

**POLICY TITLE: Allergy and Anaphylaxis Management Policy**

**BOARD APPROVAL DATE: 15 June 2010**

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE:**

---

**OVERVIEW:**

Rockingham Montessori School is committed to a whole school approach to the health care and management of those members of the School community suffering from specific allergies.

The School position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self responsibility, and plan for effective response to possible emergencies.

The School is committed to proactive risk allergy management through:

- the encouragement of self-responsibility and learned avoidance strategies amongst children suffering allergies.
- provision of a rigorous staff education / training program on anaphylaxis.
- the establishment and documentation of a comprehensive management plan for the management of special child health needs.
- the establishment of specific risk exposure minimisation practices and strategies wherever required within the School operations.
- close liaison with parents of children who suffer allergies.
- a focus on the development of a sensitive and caring compassionate community, including regular newsletter communication with parents seeking support of School approach.

This management approach is congruent with contemporary specialist medical advice, and the School believes educating children to self manage their condition is a skill attuned to their 'real world' situation.

**RATIONALE**

The School recognises that a number of community members (students and staff) suffer from potentially life threatening allergies to certain foods or toxins from insects. The School seeks parent,

staff and contractor support towards maintaining a minimised risk environment, whilst also concentrating on ensuring effective medical response to potential anaphylactic episodes.

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at School or attending any school related activity, and to ensure staff are properly prepared to manage such emergency situations should they arise.

The common causes of allergies relevant to this policy are nuts, (in particular peanuts), dairy products, eggs, wasps, bees and ants. The allergy to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy than the controls for allergies to dairy products, eggs and wasps, bees and ants.

The School is also aware of the stresses imposed on parents, teachers and carers, with the potential for anaphylactic reaction in children for whom they have a responsibility. To this end, the provision of procedures and systems to effectively manage such stress is also an aim of this policy.

The underlying principles of the School Allergy Management Policy include:

- the pro-active establishment of effective risk management practices to minimise student, staff, parents' and visitors' exposure to known trigger foods and insects.
- staff training and education to ensure an effective emergency response to any allergic reaction situation.
- a rigorous, but age-appropriate student education program on allergy awareness and self responsibility.

## **DEFINITIONS**

Allergy -	A condition in which the body has an exaggerated response to a substance (e.g. food or drug). Also known as hypersensitivity.
Allergen -	A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
Anaphylaxis -	Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
EpiPen -	Brand name for syringe style device containing the drug Adrenalin which is ready for immediate inter-muscular administration.
Minimised Risk Environment -	An environment where risk management practices have minimised the risk of (allergen) exposure to a reasonable level. Not an allergen risk free environment.
Anaphylaxis Health Care Plan -	A detailed document outlining an individual students' condition,

treatment, and action plan for location of EpiPen.

Management System - A record system managed by the Teacher in Charge which describes the individual student medical care plans and the particular teachers who will need to be trained and informed of these plans.

## **KEY STRATEGIES**

### **General aspects**

- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children with additional medical needs.
- The involvement of parents, staff and the child in establishing an individual medical care needs.
- Ensuring effective communication of individual child medical needs to all relevant teachers, teacher assistants, and other staff.
- The incorporation of allergy management strategies into the risk assessments for all School events, excursions and sporting activities.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with the severe food allergies.
- In classrooms with children who suffer food allergies, parents requested to carefully consider eliminating the allergenic food stuffs from their child's lunch boxes and for celebratory events.

### **Nut related Aspects.**

- If the school is aware of a child who suffers a nut allergy, the School lunch caterer and outside caterers must be made aware of the risk minimisation policy and requested to eliminate nuts and food items with nuts as ingredient from their operations. This does not extend to those foods labelled "may contain traces of nuts".
- Parental responsibility to build self management skills within their allergy suffering children is promoted by the School.
- Age appropriate education of the children with the severe nut allergies - peanut and tree nut.

### **Dairy and Egg related Aspects.**

- Children with dairy product or egg allergies are managed by the School in consultation with the parents on a case by case basis.
- Age appropriate education of the children with the severe dairy/egg allergies.

### **Insect related Aspects.**

- Diligent management of wasp, bee and ant nests on School grounds and proximity. This must include the effective system for staff reporting to management, and a system of timely response for eradicating nests.
- Education of students to report any above normal presence of bees in play areas.

- Age appropriate education of the children with the severe insect allergies.

## RESPONSIBILITIES

- **Parents are responsible for**
  - providing ongoing accurate and current medical information in writing to the School. This will include the completion of an **Anaphylaxis Health Care Plan**. The School will seek updated information via a **Child Health Care Plan** at the commencement of each calendar year, to which parents are required to respond. Furthermore, should a child develop a condition during a year, or have a change in condition the parents must advise the School of the fact, and details to be clarified accordingly in the individual health plan.
  - providing written advice from a doctor (GP), which explains the child's allergy, defines the allergy triggers and reaction, and any required medication, including completion of an **ACSIA (Australian Society of Clinical Immunology and Allergy) Action Plan** with a current photograph.
  - *The wearing of a medic- alert bracelet is recommended by the School.*
  - providing Epipens and/or other necessary medication, including monitoring their use by dates and replacing medication if necessary.
  - providing appropriate foods to be used by the child in celebrations.
- **The Teacher in Charge is responsible for**
  - ensuring the School receives medical documentation regarding a child's allergy.
  - ensuring there is an effective system to ensure this medical information is regularly updated into the School database.
  - ensuring that an **Individual Anaphylaxis Health Care Plan** is established and updated for each child with a known allergy.
  - ensuring that an **ACSIA Action Plan** is provided by the child's parents, and that these notices are posted in the child's classroom, common rooms and the Administration area.
  - ensuring that where children with known allergies are participating in camps and/or excursions, the risk assessments and safety management plans for those camps and excursions include the child's **Individual Anaphylaxis Health Care Plan**.
  - ensuring that staff are trained in the use of Epipens and management of anaphylaxis.
- **Teachers and Teachers' Assistants are responsible for**
  - ensuring they are familiar with the child's allergy and treatment thereof.
  - ensuring that they are trained in the use of an Epipen and are capable of managing an anaphylactic reaction.
  - discouraging peanut butter and whole nuts of any kind and encourage pro-active practices in avoiding the use of these foods in lunches, snacks, birthday cakes, etc which may be brought to the school.

## **MINIMISED NUT ENVIRONMENT**

The School will promote the following food allergy information through the School website, parent handbook, and letters to all families of children in any class which has a child suffering an allergy.

In classes where a child suffers a nut allergy, parents are strongly encouraged to pack snacks and lunches that do not contain:

- peanuts.
- nuts of any type.
- foods with peanut or nut derivative or ingredient (e.g. Nutella).

When cooking in class, Teachers will avoid use of nuts or nut-based products.

## **Camps/ Excursions**

- The Teacher in Charge shall check with any food provider and ensure 'safe' food is provided, or that an effective control is in place to minimise risk of exposure.
- Where a student is prescribed EpiPen the Teacher in Charge shall ensure they or another supervising staff member is trained in the use of the EpiPen, and capable of performing any possible required medical treatment as outlined in the student's special medical plan.
- The teacher in charge shall ensure the EpiPen is taken on the excursion, and will be responsible for its security.
- In severe cases, especially in the early years, a parent may be required to attend the excursion/camp.

## **APPENDICES:**

1. Child Health Care Plan
2. Individual Anaphylaxis Health Care Plan
3. ACSIA Action Plan
4. Administration of Medication Form

## **RELATED AND SOURCE DOCUMENTS:**

1. Australian Society of Clinical Immunology and Allergy Inc.

2. The Food Allergy & Anaphylaxis Network.
3. The Georgiana Molloy Anglican School Allergy Management Policy
4. The Montessori Australia Foundation Anaphylactic Shock, Allergic Reaction and Food Intolerances Statement