



In-school settings

Learning Areas/Classrooms

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| 1. | A copy of each student's Individual Anaphylaxis Management Plan will be easily accessible, kept in the Health Centre with the Student's adrenaline autoinjector and in the Student's Medical Profile in SIMON. |
| 2. | Where food-related activities are planned, staff will liaise with parents/guardians/carers ahead of time |
| 3. | Use non-food treats where possible, but if food treats are used in class it is recommended that parents of students with food allergy provide a treat box with alternative treats. Alternative treat boxes should be clearly labelled and only handled by the student. |
| 4. | Staff will not provide food items from external sources to students who are at risk of anaphylaxis |
| 5. | Lunch box items/treats from other students in class should not contain the substances to which the student is allergic. Staff will avoid the use of food items as treats. |
| 6. | Products labelled as containing specific allergens known to impact students such as <i>may contain traces of nuts</i> , should not be served to students allergic to nuts. Products labelled <i>may contains milk or egg</i> , should not be served to students with milk or egg allergy. |
| 7. | Staff will be aware of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes including packaging e.g. peanut butter containers, egg containers. |
| 8. | All cooking utensils, preparation dishes, plates, knives and forks will be washed and cleaned thoroughly after preparation of food and cooking. |

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| 9. | St Mary's College acknowledges that children with food allergy need special care when cooking or undertaking food technology. St Mary's College will liaise with parents/guardians/carers prior to the student undertaking these activities/subjects. St Mary's College will utilise the resources available to support decision making processes noting that helpful information is available at: www.allergyfacts.org.au/images/pdf/foodtech.pdf |
| 10. | St Mary's College will regularly undertake discussions with students about the importance of washing hands, eating their own food and not sharing food. |
| 11. | The Principal/Deputy Principal/Head of Campus/First Aid Coordinator will inform emergency teachers, specialists, teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and adrenaline autoinjector, the School's Anaphylaxis Policy and each person's responsibility in managing an incident i.e. seeking a trained staff member. |

Canteen

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| 1. | Canteen staff will be trained in food allergen management and its implications for food handling practices. Canteen staff (whether internal or external) should be able to demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy and label reading. |
| 2. | Canteen staff, including volunteers, will be briefed about students at risk of anaphylaxis and, have up to date training in an anaphylaxis management training course as soon as practical after a student enrolls. |
| 3. | A copy of the student's ASCIA Action Plan for Anaphylaxis will be displayed in the canteen as a reminder to canteen staff and volunteers. |
| 4. | Products labelled <i>may contain traces of nuts</i> should not be served to students allergic to nuts. |
| 5. | The canteen will provide a range of healthy meals and products that exclude peanuts or other nut products in the ingredient list or a <i>may contain...</i> statement. |
| 6. | Tables and surfaces will be wiped down regularly. |

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| 7. | St Mary's College acknowledges that food banning is not generally recommended by the Royal Children's Hospital and ASCIA. St Mary's College will reinforce a no sharing rule with the students as recommended for food, utensils and food containers. Where it is deemed in the best interests of the school community St Mary's College may seek agreement to not stock peanut and tree nut products (e.g. hazelnuts, cashews, almonds). |
| 8. | Staff will have an awareness of contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk of anaphylaxis from cow's milk products or peanuts. |

School Grounds

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| 1. | St Mary's College will regularly review plans to ensure that sufficient College staff trained in the administration of the adrenaline autoinjector are on yard duty and be able to access the autoinjector and respond quickly to an allergic reaction if needed. |
| 2. | St Mary's College will review processes to ensure that adrenaline autoinjectors and Individual Anaphylaxis Plans are easily accessible from the school grounds |
| 3. | <p>St Mary's College will have an emergency response procedure and communication plan in place for Staff on Staff Duty so medical information can be retrieved quickly if an allergic reaction occurs in the yard. All staff will be aware of the school process for seeking support (notify the general office/first aid team) if an anaphylactic reaction occurs during recess or lunch time.</p> <p>Yard duty staff carry the College's emergency number 0475 699 549 (to reach College Nurse / Administration) and the Anaphylactic Students on card attached to the yard duty bag. Each yard duty first aid kit holds a general use autoinjector.</p> |
| 4. | Staff on duty will be able to identify by face those students at risk of anaphylaxis. |
| 5. | Students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants. |
| 6. | St Mary's College will ensure lawns are regularly mowed and bins are covered. |
| 7. | Students are to keep drinks and food covered while outdoors. |

Special Events (e.g. sporting events, incursions, class parties, etc)

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| 1. | St Mary's College will ensure that sufficient staff, who have been trained in the administration of an adrenaline autoinjector, are supervising students to be able to respond quickly to an anaphylactic reaction if required. |
| 2. | Staff will avoid using food in activities or games or as rewards. |
| 3. | St Mary's College will consult with parents/guardians/carers in advance of planned special events to either develop an alternative food menu or request the parent/guardian/carer to send a meal for the student/s at risk |
| 4. | Parents/guardians/carers of other students will be informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats containing known allergens whilst they are at a special school event. |
| 5. | Party balloons will not be used if a student has an allergy to latex. |
| 6. | Where students from other schools are participating in an event at St Mary's College, staff will consider requesting information from the participating schools about any students who will be attending the event who are at risk of anaphylaxis. In this instance, staff will seek agreement on strategies to minimise the risk of a reaction while the student is visiting the school. This should include a discussion of the specific roles and responsibilities of the host and visiting school. Students at risk of anaphylaxis will be required to bring their own adrenaline autoinjector with them to events outside their own school. |

Out-of-school settings/Excursions/Camps/Tours

St Mary's College will determine which of the strategies set out below apply in the specific context for the out of-school setting involved in the planned activity. The strategies that are appropriate will be determined with consideration of factors such as the age and independence of the student, the facilities and activities available, and the general environment. Not all strategies will be relevant for each school activity.

Travel to and from school by bus

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| 1. | College staff will consult with parents of students at risk of anaphylaxis and the bus service provider to ensure that appropriate risk minimisation strategies are in place to manage an anaphylactic reaction should it occur on the way to or from the school or venue on the bus. This includes the availability and administration of an adrenaline autoinjector. The adrenaline |
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| | autoinjector and ASCIA Action Plan for Anaphylaxis must be with the student on the bus even if this child is deemed too young to carry an adrenaline autoinjector on their person at school. |
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Field trips/excursions/sporting events

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| 1. | Risk Assessment will be undertaken for each individual student attending. If a student/s at risk of anaphylaxis is attending, sufficient College staff supervising the special event will be trained in the administration of an adrenaline autoinjector and be able to respond quickly to an anaphylactic reaction if required. |
| 2. | A College staff member or team of College staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector will attend field trips or excursions. |
| 3. | College staff and venue staff should avoid using food in activities or games, including as rewards |
| 4. | The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis should be easily accessible and College staff must be aware of their exact location. |
| 5. | For each field trip, excursion etc, a risk assessment will be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio. All College staff members present during the field trip or excursion will be made aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face. |
| 6. | Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent/guardian/carer provide a meal (if required) |
| 7. | In rare cases where the College deems it necessary, parents/guardians/carers may be invited to accompany their child on field trips and/or excursions. This will be discussed with parents/guardians/carers as one possible strategy for supporting the student who is at risk of anaphylaxis. |
| 8. | Prior to the excursion taking place, College staff should consult with the student's parents/guardians/carers and medical practitioner (if necessary) to review the student's |

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| | Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity. |
| 9. | If the field trip, excursion or special event is being held at another school then that school should be notified ahead of time that a student at risk of anaphylaxis will be attending, and appropriate risk minimisation strategies discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear. Students at risk of anaphylaxis should take their own adrenaline autoinjector with them to events being held at other schools. |

Camps or Remote Settings

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| 1. | Prior to engaging a camp owner/operator's services St Mary's College will make enquiries as to whether the operator can provide food that is safe for any anaphylactic students that may be attending. If a camp owner/operator/camp cook cannot provide this confirmation in writing to the school, St Mary's College will not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Where this attestation is not provided in writing, then the school will strongly consider using an alternative service provider as a reasonable step in discharging its duty of care to the student/s at risk of anaphylaxis due to food allergens. |
| 2. | St Mary's College will conduct a risk assessment and develop a risk management strategy for any student/s at risk of anaphylaxis while they are on camp. This will be developed in consultation with parents/guardians/carers of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement. |
| 3. | St Mary's College's staff will consult with the parents/guardians/carers of students at risk of anaphylaxis and where appropriate, the camp owner/operator to ensure that appropriate procedures are in place to manage an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken in order for the College to adequately discharge its non-delegable duty of care. |
| 4. | If St Mary's College has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it will raise these concerns with the camp owner/operator and consider alternative means for providing food for those student/s at risk of anaphylaxis. |
| 5. | The use of substances containing known allergens should be avoided where possible. |
| 6. | Prior to the camp taking place College staff should consult with the student's parents/guardians/carers to review the Individual Anaphylaxis Management Plan/s to ensure |

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| | that it is up to date and relevant to the circumstances of the particular camp. Schools will seek support from parents/guardians/carers to advise students with allergies to insects to wear closed shoes and long-sleeved garments when outdoors and encouraged them to stay away from water or flowering plants. |
| 7. | St Mary's College will ensure that the student's adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone are taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be considered, e.g. a satellite phone. All staff attending camp should familiarise themselves with the students' Individual Anaphylaxis Management Plans and plan emergency response procedures for anaphylaxis prior to camp and be clear about their roles and responsibilities in the event of an anaphylactic reaction. |
| 8. | St Mary's College will conduct a risk assessment prior to excursions/school camps which will include contact with local emergency services and hospitals well before the camp to provide details of any medical conditions of students, location of camp and location of any off-camp activities. Contact details of emergency services will be available for College staff as part of the emergency response procedures developed for the camp. Camp activities will be reviewed to avoid activities that use known allergens (cooking, craft etc). |
| 9. | Adrenaline autoinjectors should remain close to the students and staff must be aware of its location at all times. |
| 10. | General use Adrenaline autoinjectors will be included in camp first aid kits as a back-up device in the event of an emergency. |
| 11. | Staff will consider exposure to allergens when students are consuming food during travel on bus/plane and whilst in cabins/tents/dormitories. |

Overseas Travel

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| 1. | Strategies used will be similar to those for camps/remote settings and St Mary's College will involve parents/guardians/carers in discussions regarding risk management well in advance. |
| 2. | Potential risks at all stages of the overseas travel will be considered. Potential risks include: <ul style="list-style-type: none"> • travel to/from airport/port • travel to/from Australia • various accommodation venues |

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| | <ul style="list-style-type: none"> • all towns and venues visited, and sourcing safe foods at all locations. <p>The risk of cross contamination of food will be assessed including:</p> <ul style="list-style-type: none"> • exposure to food of other students, • hidden allergens in foods, • whether the table and surfaces will be adequately cleaned to prevent reaction, • whether the other students are able to wash their hands when handling food. |
| 3. | St Mary's College will assess where each of these risks can be managed using minimisation strategies such as the following: Translation of student's Individual Anaphylaxis Management Plan and ASCIA Action Plan into the local language, sourcing safe food, obtaining names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited, obtaining emergency contact details, seeking information about sourcing additional adrenaline autoinjectors if required in situ. |
| 4. | Details of travel insurance, including contact details for the insurer, will be recorded. It will be determined how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid. |
| 5. | The College will plan for appropriate supervision of students at risk of anaphylaxis at all times including: provision of sufficient supervising staff who have been trained in Anaphylaxis Management, sufficient supervision of at risk students particularly during meal times, when taking medication or engaged in activities where there may be added exposure to potential allergens, provision of adequate supervision of any affected student(s) requiring medical treatment and other students, staff/student ratios can be maintained, including in the event of an emergency where students may need to be separated. |
| 6. | The College's Emergency Response Procedure will be determined given local circumstances. |

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| 7. | <p>The College should reassess its emergency response procedures, and if necessary adapt them to the particular circumstances of the overseas trip. Keep a record of relevant information such as the following:</p> <ul style="list-style-type: none"> • dates of travel • name of airline, and relevant contact details • itinerary detailing the proposed destinations, flight information and the duration of the stay in each location • hotel addresses and telephone numbers • proposed means of travel within the overseas country • list of students and each of their medical conditions, medication and other treatment (if any) • emergency contact details of hospitals, ambulances, and medical practitioners in each location • details of travel insurance • plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans • possession of a mobile phone or other communication device that would enable the College staff to contact emergency services in the overseas country if assistance is required. |
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Work Experience

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| 1. | <p>St Mary’s College will involve parents, the student and the work experience employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. The employer and relevant staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the adrenaline autoinjector in case the work experience student shows signs of an allergic reaction whilst at work experience. It may be helpful for the teacher and the student to do a site visit before the student begins placement.</p> |
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| Responsible director | Director of Learning and Regional Services |
| Policy owner | General Manager, Learning Diversity |
| Approving body/individual | Director, Learning and Regional Services |
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