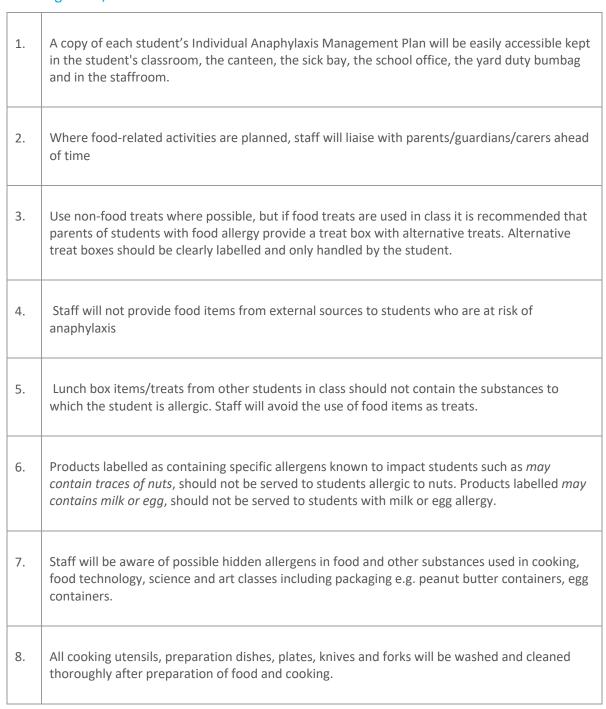
# HOLY EUCHARIST SCHOOL Risk Minimisation Strategies for Schools – Anaphylaxis





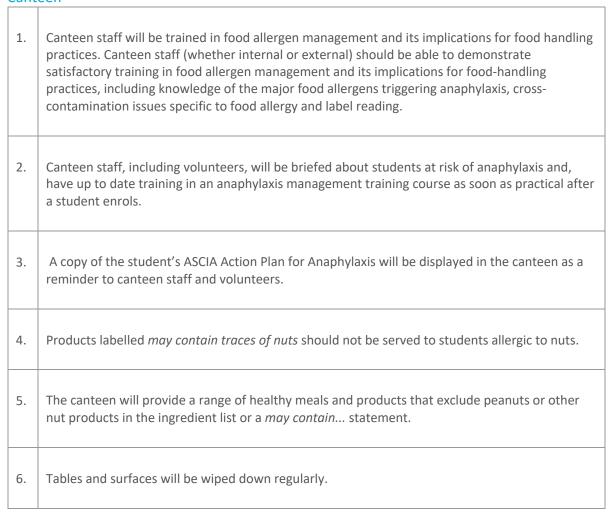
## **In-school settings**

## Learning Areas/Classrooms



9. Holy Eucharist School acknowledges that children with food allergy need special care when cooking or undertaking food technology. Holy Eucharist School will liaise with parents/guardians/carers prior to the student undertaking these activities/subjects. Holy Eucharist School will utilise the resources available to support decision making processes noting that helpful information is available at: <a href="https://www.allergyfacts.org.au/images/pdf/foodtech.pdf">www.allergyfacts.org.au/images/pdf/foodtech.pdf</a>
10. Holy Eucharist School 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, Learning Diversity/Wellbeing Leader 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 EpiPen, the School's Anaphylaxis Policy and each person's responsibility in managing an

#### Canteen



incident i.e. seeking a trained staff member.

- 7. Holy Eucharist School acknowledges that food banning is not generally recommended by the Royal Children's Hospital and ASCIA. Holy Eucharist School 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 Holy Eucharist School 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**

- 1. Holy Eucharist School will regularly review plans to ensure that sufficient school staff trained in the administration of the adrenaline autoinjector (i.e. EpiPen®) are on yard duty and be able to access and autoinjector and respond quickly to an allergic reaction if needed.
- 2. Holy Eucharist School will review processes to ensure that EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds
- 3. Holy Eucharist School will have an emergency response procedure and communication plan is 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.

All yard duty staff are required to wear a yard duty vest and to take their first aid bumbag whilst on yard duty. Emergency cards and Student Emergency (Anaphylaxis) ID cards are kept inside every staff member's First Aid bumbag. All staff are responsible for replenishing Emergency cards each time they are used and to keep them inside their own bumbags.

If a child has an Anaphylaxis reaction during recess or lunch, staff are required to remove the students ID card from the clip/ring and to send ONLY THE STUDENT'S ID CARD TO THE OFFICE IF that student requires an EpiPen. The staff member in the office will take the EpiPen to the staff member on duty. All staff have been trained in First Aid/Asthma/Anaphylaxis.

- 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. Holy Eucharist School 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)

Holy Eucharist School will ensure that sufficient staff, who have been trained in the 1. administration of an 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. Holy Eucharist School 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. Where students from other schools are participating in an event at Holy Eucharist, staff will 6 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.

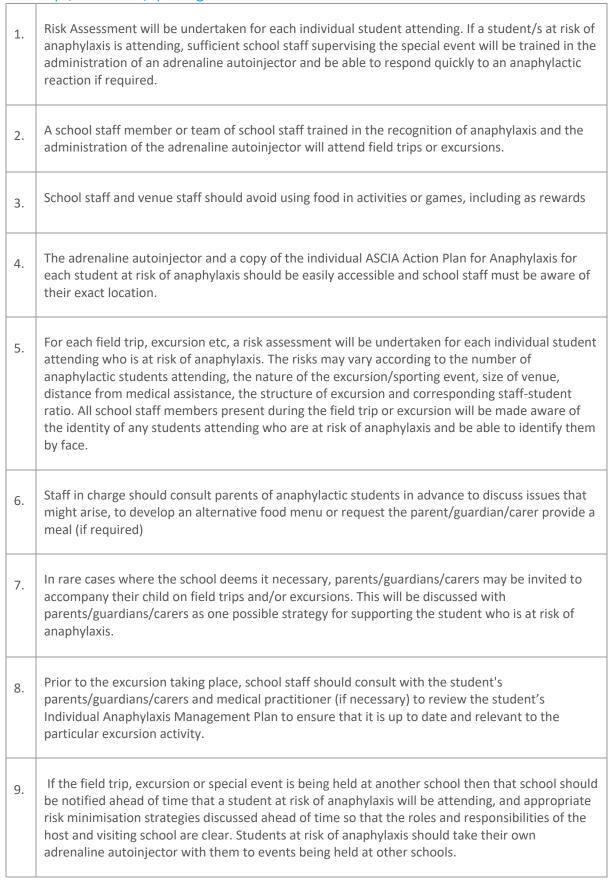
## **Out-of-school settings/Excursions/Camps/Tours**

Holy Eucharist School 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

1. School 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 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.

#### Field trips/excursions/sporting events



# **Camps or Remote Settings**

1.	Prior to engaging a camp owner/operator's services Holy Eucharist School 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, Holy Eucharist School 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.	Holy Eucharist School 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.	Holy Eucharist School'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 school to adequately discharge its non-delegable duty of care.
4.	If Holy Eucharist School 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 school staff should consult with the student's parents/guardians/carers to review the Individual Anaphylaxis Management Plan/s to ensure 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.	Holy Eucharist School 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. Holy Eucharist School 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 school 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. Autoinjectors should remain close to the students and staff must be aware of its location at all times.
10. General use Autoinjectors will be included in camp first aid kits as a back-up device in the event of an emergency.

#### **Overseas Travel**

11.

1. Strategies used will be similar to those for camps/remote settings and Holy Eucharist School will involve parents/guardians/carers in discussions regarding risk management well in advance.

Staff will consider exposure to allergens when students are consuming food during travel on

- 2. Potential risks at all stages of the overseas travel will be considered. Potential risks include:
  - travel to/from airport/port
    - travel to/from Australia
    - various accommodation venues

bus/plane and whilst in cabins/tents/dormitories.

all towns and venues visited, and sourcing safe foods at all locations.

The risk of cross contamination of food will be assessed including:

- 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. Holy Eucharist School 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 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.
- The school 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/students ratios can be maintained, including in the event of an emergency where students may need to be separated.
- 6. The School's Emergency Response Procedure will be determined given local circumstances.
- 7. The school 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:
  - 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 school staff to contact emergency services in the overseas country if assistance is required.

#### Work Experience

1. Holy Eucharist School 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.