



## SHELLHARBOUR ANGLICAN COLLEGE

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### ANAPHYLAXIS

This policy acknowledges the significance of the responsibility of the parents of children subject to an anaphylactic response to regularly inform the College administration of the most current medical circumstances of their child. Every precaution will be taken by the College and every effort will be made to remind members of the community of the policy and procedures that have been put in place with regard to anaphylaxis at the College.

The College does not guarantee a risk free environment as individual families may fail to faithfully adhere to recommendations. It is paramount that a child who may experience an anaphylactic response is educated in the precautions that they must take personally to ensure their safety in the school environment.

Acknowledgement is made of the fact that, as the child grows, they are able to be increasingly responsible for the decisions they make in regard to their food intake. This will not absolve the College community from its responsibility for the implementation of safe practices and the education of staff and students in the minimisation of an anaphylactic response

### COMMUNICATION

- All parents are required to notify the details of medical conditions on the enrolment form that must be completed before interview.
- Parents of students who are subject to an anaphylactic response will be required to discuss the issue with the Head of College at the enrolment interview.
- Parents will be requested to make contact with the Southern Operations Manager of the Ambulance Service to ensure a “caution note” requesting an Advanced Life Support or Paramedic Officer is dispatched to any call out for their child. Contact details are:

Southern Operations Manager  
10 Captain Cook Drive  
Barrack Heights  
NSW 2528

- The whole school community will be informed in writing, at the start of each year, of the precautions and procedures that need to be taken to reduce the risk of an anaphylactic response.
- Reminders to the whole school community will be made throughout the year using whole school events as an opportunity to remind all members of the community of safety concerns.
- New staff will be informed of the College Policy and Procedures in relation to anaphylaxis during orientation.
- During staff PD at the start of Term 1 all staff will be reminded of the current students who are subject to an anaphylactic response, the staff will be shown the use of an EpiPen and reminded of policies and procedures.
- An Action Plan, completed in consultation with parents and updated by parents as appropriate, will be on display in staff areas to ensure that all staff are aware of students who may potentially experience an anaphylactic response.

- In consultation with the parents, fellow class members will be informed of the student's condition, of practices that may need to be followed during class activities and of the support that peers may be able to offer the student.

## **LOCATION OF EPIPEN**

- The EpiPen will be located in the clinic while the student remains in the Junior School.
- In the Senior School, due to the nature of the site of the College, the EpiPen will be located in the appropriate Head of House office until the appointment of the Head of Senior School.

## **PROCEDURES**

### **Onsite whole school events**

- When catering is included during whole school events a range of options that have been appropriately prepared and free from potential allergens will be made available for students and this will be communicated to parents.
- Those currently responsible for the development of the Canteen Operating Guidelines will include precautions that reduce the risk of an anaphylactic response until such time that the canteen operations are contracted out. At this point the contractors will be given guidelines in relation to potential trigger foods for students of the College.

### **Offsite whole school events**

- For whole school events it will be the responsibility of the designated First Aid person to ensure that the EpiPen is on location with the activity and readily accessible to staff.

### **Onsite Class events**

- Parents of students who are subject to an anaphylactic response will be asked to provide appropriate food for class events that can be frozen and readily available at short notice for class activities.
- Class activities that may involve potential risk will provide opportunities to remind students and families of the precautions that need to be taken at those times.
- Any visitors to the class who may bring food or be involved with food preparation will need to be informed of the potential triggers for the student in that class and of the procedures that need to be observed.

### **Offsite Class events**

- The class teacher will be responsible for ensuring that the EpiPen travels with the class on any offsite event.
- The class teacher is to ensure they have with them either the College mobile phone or a personal mobile phone should any issue arise.
- When visiting another school the classroom teacher should discuss with the organisers appropriate precautions and any communication that may be necessary with the host school.
- Overnight excursions that involve outside caterers will require the classroom teacher/organiser to contact the venue and provide detailed information regarding potential triggers for students who are subject to an anaphylactic response. Once at the venue and before any food is consumed the classroom teacher/organiser should check with the catering staff that the information has been received and acted upon.