



# TRUNDLE CENTRAL SCHOOL

Croft St, Trundle NSW 2875

*A school that provides a professional, stimulating and challenging learning environment*

## ANAPHYLAXIS POLICY

### PREAMBLE

This policy has been written in conjunction with parents and recognises the school's duty of care concerning students with extreme allergic reactions. This policy includes strategies which are incorporated to form an action plan for anaphylaxis students at Trundle Central School.

1. All Parents/Caregivers will be asked to advise of any allergies and/or other health issues concerning children in their care at the time of enrolment.
2. Lists of students with health issues will be circulated to all staff on the first day of each year and briefed on action that may be required. New enrolments will be added to the list and staff advised as appropriate.
3. All excursion notes will also ask parents to advise of health issues as a reminder to participating staff.
4. A poster showing photographs of students and action to be taken in case of health incidents will be displayed in the staffroom and all staff including casual staff be made aware of its presence. The school First Aid Officer will be responsible for creating and updating this poster. Parents/Caregivers will be asked for permission to display their child's photo and health details in the general permission note given at the beginning of each year or at enrolment.

For Anaphylactic Students:

- Parents/Caregivers will be asked to fill out proformas from Department of Education & Communities *Anaphylaxis Guidelines for Schools - Edition 2.*

### NB

For the purpose of this policy nut products are any food that contains nuts as ingredients. Egg products include foods that are predominately made of egg (e.g. egg sandwiches, boiled eggs).

# ANAPHYLAXIS POLICY

## GENERAL

- Purchase resources – relevant resources such as posters, cook books, videos etc.
- Inform parents of Trundle Central School’s anaphylaxis policy, including using our newsletter and website ([www.trundle-c.schools.nsw.edu.au](http://www.trundle-c.schools.nsw.edu.au))
- Parents devise and negotiate a suitable safety plan with bus drivers
- A letter to parents explaining “The Anaphylaxis Policy” at Trundle Central School – regularly repeat this information in our newsletter
- Advise parents of anaphylactic students of visitors to our school where appropriate
- In-service staff each year on anaphylaxis policy and action plan
- Give a copy of this policy to each staff member
- Keep copies in sick bay, front office and Principal’s office
- Educate all students on extreme allergic reactions and strategies to avoid incidents
- Advice given to visitors to Trundle Central School on foods that we request not be brought on to the school grounds
- Encourage parents/caregivers and visitors not to provide peanut butter and nutella to their child/ren and give regular reminders through our newsletter and communication letters.
- All staff to complete mandatory e-training.

## PRIMARY CLASS

- Educate children. Incorporate stories, information from parents, videos etc.
- **NO** reward foods other than those approved by parents
- **NO** egg cartons or peanut butter jars in classrooms (for craft etc)
- **SUPERVISED MEALS.** Staff member to supervise entire meal ie. Morning tea and lunch and encourage all children wash their hands after eating
- Educate children not to put pencils etc. in their mouths

## **EMERGENCY PLAN**

- EPIPENS to be stored in the Staff Common Room at all times or other designated area. Not in a locked away area as access at all times is vital.
- Another Epipen for each child to be stored in their classroom on hook or designated area. Not in a locked away area as access is vital.
- Follow student action plan
- School to ring 000 or child taken to hospital by two persons via car. Person with child to be First Aid trained preferably (to be negotiated with parents in individual health care plan).
- Hospital and parents notified

## **STAFF REQUIREMENTS / EDUCATION**

- All casual staff to be made aware of the allergy and anaphylaxis policy on entering school grounds and shown Management Plans of students with known allergies, and where Epipens are kept
- Principal to be responsible for policy and in-servicing
- Class teacher to be responsible for taking Epipens when children leave school grounds and in emergency evacuations
- Children with allergies to have names on school roll highlighted to draw attention to special needs
- Staff on playground duty to carry walkie-talkie at all times
- Staff requested to adhere to anaphylaxis policy with their own meals

## **FOOD TECHNOLOGY ROOM**

- Obtain cookbook for allergies. Use nut and egg alternatives where practicable
- No food to leave Food Technology room
- Strict hygiene. Aprons to be worn, wash face and hands prior to leaving room
- All products used need to be clearly labelled
- Use this information as education for students
- Management Plan for students with known allergies to be placed in Food Technology room visible to staff and visitors
- Food Technology Room to be locked when not in use
- Precautions taken when anaphylactic children enter and/or use Food Technology room. To be negotiated with parents.

## EGG ALLERGY

## NUTS

Words to look out for:

**EGG WHITE**

**EGG YOLK**

**DRIED EGG**

**EGG LECITHIN**

**LECITHIN EMULSIFIER (E 322)**

**POWDERED EGG**

**EGG SOLIDS**

**ALBUMIN**

**OVALBUMIN**

**OVOMUCOID**

**OVOMUCIN**

**GLOBULIN**

**LIVETIN**

**SILICI ALBUMINATE**

**VITELLIN**

**OVOVITELLIN**

**MAYONNAISE**

**PEANUTS**

**CASHEWS**

**WALNUTS** (also known as butternut)

**PEACANS**

**ALMONDS**

**HAZELNUTS** (also known as filberts)

**BRAZIL NUTS** (also known as cream nut & para nut)

**PINENUTS** (also known as pignoli, pinon, Indian & stone nuts)

**MACADAMIA NUTS** (also known as Australian & Queensland nuts)

**PISTACHIOS**

**SESAME SEEDS**

**COCONUT**

## SAMPLE NEWSLETTER /PARENT INFORMATION BOOKLET ITEM

**Please note:** Trundle Central School has students enrolled who have anaphylaxis (severe, life threatening allergic reactions). These students can have life threatening reactions by consumption and/or casual contact with certain foods.

For this reason, we request that you do not bring products which contain nuts (e.g. packets of nuts, quiche, peanut butter, nutella, health bars or chocolate containing nuts) or products that are predominately made of eggs (e.g. egg sandwiches, boiled eggs) to Trundle Central School.

Thank you for your co-operation in our attempt to safeguard our students with this life threatening condition.

John. Southon

Principal

Updated 9<sup>th</sup> November 2015