



ALAWA PRIMARY SCHOOL

POLICY

TITLE OF POLICY: Food Allergy Awareness Policy

EFFECTIVE DATE: Term 1 2017

LAST REVIEW DATE: April 2025

NEXT REVIEW DATE: April 2027

TARGET AUDIENCE: Staff, Parents, Students and Carers

1. Aims

Alawa Primary School aims to provide a safe and supportive environment for all students. Food allergies can be life threatening. The risk of accidental ingestion of foods can be reduced in the school setting if schools work with students, parents and doctors to minimise risks and provide a safe educational environment for food-allergic students.

Our aim is to develop policies and practices which keep students who have food allergies safe without unnecessarily isolating or excluding them from school activities or creating an unnecessarily restrictive school environment. A key component of this Food Allergy Awareness Policy is to ensure optimal education of school staff about recognising and responding to a child having an allergic reaction.

2. Family responsibilities

- Notify the school of the child's allergies.
- Provide up to date emergency contact information.
- Provide written medical documentation, instructions and medications as directed by a physician (qualified allergist or other doctor with specialist knowledge in food allergy), using the appropriate Australian Society of Clinical Immunology Allergy Food Allergy Action Plans. Include a coloured photo of the child on written form.
- Work with the school core team to implement a Health Care Plan, EpiPen/Anapen Student Information Form and Student Risk Minimisation Plan that accommodates the child's needs throughout the school day as well as during school excursions.
- Provide properly labelled medications and replace medications after use or before expiration.
- Educate the child in the self –management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding ingestion of unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy related problem
 - how to read food labels (age appropriate)

3. School responsibilities

- Be knowledgeable about and follow *The Administration of medications to students with notified medical conditions policy and procedures*.
- Review the health records submitted by parents and the student's doctor.
- Identify a core team to work with parents and the students (age appropriate) to design and implement the prevention plan. The core team to include the class teacher, Special Education Teacher and staff designated to administer medications.
- Changes to the Health Care Plan, EpiPen/Anapen Student Information Form and Student Risk Minimisation Plan to promote food allergy management should be made with input from core team members.
- **Ensure that all school personnel designated to administer medications, including EpiPens, receive comprehensive training in recognising the signs of an allergic reaction and responding appropriately.** This includes identifying early symptoms of anaphylaxis, understanding the correct use of an EpiPen, following emergency response protocols, and knowing when to seek further medical assistance. Ensure that medications are appropriately stored and an emergency kit is available. Medications kept in an easily accessible secure, but not locked, location central to designated school personnel.
- **Ensure that all staff members who interact with the student are informed about the student's food allergy, are able to recognise the signs and symptoms of an allergic reaction, and understand the appropriate steps to take in an emergency.** This includes familiarity with the student's Individual Health Care Plan and emergency action procedures. Ensure that all staff members know that copies of all Health Care Plans can be found on wall in staff room / Sick Bay (including relief teachers).
- Ensure that all teachers have copies of their students Health Care Plans in their program.
- All relief teachers will receive a folder which has student Health Care Plans
- **Be prepared to respond to an allergic reaction at any time during the school day by ensuring that a properly trained staff member is always available to administer medications, including emergency treatments, regardless of the student's location on campus.** This includes during classroom time, recess, lunch, field trips, and extracurricular activities. Teach classmates of children with food allergies about food allergies and prevention strategies ie not sharing food and placing all food items into the bin once finished.
- Review Health Care Plan, EpiPen/Anapen Student Information Form and Student Risk Minimisation Plan with parents and response of staff members with the core team after a reaction has occurred.
- Include food allergic student in school activities. Students should not be excluded from school activities solely based on their food allergy. Discuss excursions, camps etc with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- **When attending excursions or school camps, the school must identify all students with current medical needs as recorded in school files. A comprehensive list, including details of required medications and management plans, must be compiled and provided to all staff attending the event.**
Prior to school camp, a specific notice will be sent home to parents/guardians requesting updated information regarding current medical needs, including dietary requirements and medication needs.

In case of an emergency, an Automated External Defibrillator (AED) is located at the **front entrance of the school** inside a **lock box**.

Access to the AED can be obtained in one of two ways:

- **Using keys** available in the **Business Manager's office**, or
- **Entering the passcode: 0000**

Please familiarize yourself with this information to ensure a prompt response during emergencies.

4. The Student's Responsibility

- Should not trade food with others and should only eat food organised by the parent/carer.
- Should not eat anything with unknown ingredients or known to contain the food(s) they are meant to avoid.
- Should be encouraged to be assertive (based on their developmental level) about the food(s) they are avoiding by informing peers, teachers and friends.
- Students should report circumstances where they felt unsafe with regard to their food allergy or report bullying or threatening behaviour within the school to their teacher and parents. Bottles, lunchboxes, other utensils and other drinks provided by parents should be clearly labelled with the name of the child for whom they are intended. Should notify an adult immediately if they feel the symptoms of an allergic reaction or if they eat something they believe may contain the food(s) to which they are allergic.

Review Date: Term 2 2027

Reviewed and updated in accordance with Best Practice Guidelines for Anaphylaxis prevention and management in Schools Version 2.1, 2023