



THE COUNCIL OF THE KING'S SCHOOL

ANAPHYLAXIS (SEVERE ALLERGIC CONDITIONS) POLICY (P-12)

(SENIOR SCHOOL, PREPARATORY SCHOOL, TUDOR HOUSE)

DOCUMENT TITLE: Anaphylaxis (Severe Allergic Conditions) Policy (P-12)
DATE APPROVED: July 2020
REVIEW DATE: August 2022
RESPONSIBLE: School Executive
RELATED DOCUMENTS: Collecting, Maintaining and Utilising Student Medical Information Policy, Privacy Policy

1. Introduction

- 1.1 The purpose of this Policy is to articulate this School's approach to safeguarding the welfare of students who have a medical condition that causes the onset of an anaphylactic reaction, which is recognised as a potentially life threatening situation. This Policy will be shared with all parents and staff as a means of raising awareness of this important issue and to maintain vigilance in safeguarding students by facilitating open discussion of the procedures and measures described in this Policy. This Policy does not seek to address a number of aspects of this wide ranging topic. Rather, the specific measures and expectations needing to be observed in an effort to safeguard students are addressed.
- 1.2 The School will seek to take all reasonable measures to ensure that no child in its care is exposed to circumstance that will cause a reaction. To this end, there is a need for cooperation between the School's staff, the students and their families and physicians. The School acknowledges that an anaphylactic reaction can result from the ingestion of, or contact with, certain food stuffs (most notably edible nuts or nut products), insect stings or certain other causes. Observing this Policy will minimise the risk of such reaction to students in our care.

2. General Policy Statements

- 2.1 Notification of Condition - Parents of a student who has been diagnosed as being at risk of anaphylaxis must make this known to the School's Registrar at the time of his application to be enrolled or, subsequent to enrolment, to the School's Nursing staff immediately the condition is diagnosed. The School requires documentary evidence of this medical condition from the treating physician, which must include an Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan for Anaphylaxis.
- 2.2 Upon receipt of such advice, the School's Registrar, Deputy Headmaster/Head of Senior School, Head of the Preparatory School, Head of Tudor House or Nursing staff will ensure that all appropriate staff are notified and the School's Database is updated, so that suitable arrangements can be made.
- 2.3 The Deputy Headmaster/Head of Senior School or the Head of the Preparatory School or the Head of Tudor House will be responsible for ensuring that their Campus Health facility receives a detailed Action Plan (including a photo) from parents in accordance with this and other related School Policies.
- 2.4 Parents should ensure regular medical follow-up as recommended by the treating doctor. This may involve additional investigations. Any alterations to the list of potential allergens and/or the Action Plan should be communicated to the Nursing staff as soon as possible, to ensure that the School has a current Action Plan and up to date records. Parents will be contacted by the School at least annually to review and confirm their son's medical information that is held by the School and the opportunity should be taken by parents to update, with the treating doctor, their child's Action Plan as necessary.
- 2.5 For the purposes of this Policy "parents" include Guardians appointed by a Court or by parents based overseas. "Staff" includes relevant contractors e.g. caterers, travel agents organising tours.
- 2.6 Provision of Epi-Pens - The parents of at risk students are responsible for providing two in-date Epi-Pens for the School and one for After School Care.
- 2.7 In respect to students in the Preparatory School, these Epi-Pens should be given to the Preparatory School Nurse who will arrange for one to be kept in the student's classroom and the other in the Preparatory School Clinic.
- 2.8 In respect to Students at Tudor House, these Epi-Pens should be given to the Nurse who will arrange for them to be kept in the Tudor House Health Centre.



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- 2.9 In respect to students in the Senior School, it is the responsibility of parents to ensure their son has one of the Epi-Pens readily available to him whilst at School or participating in School activities e.g. in School bag, bed study, sports bag. The second Epi-Pen must be provided to the School's Health Centre Nursing staff who, in consultation with other staff, shall arrange for an Epi-Pen to be kept at or taken to appropriate locations.
- 2.10 Training - Teachers, certain other staff and contractors as necessary will receive training in the recognition and treatment of anaphylactic shock, including the injection of adrenalin with an Epi-Pen. It is the responsibility of the Deputy Head or Director responsible for Students and Community at each Campus and the Health Centre Medical Staff to ensure such training is arranged on a regular basis and at least annually to ensure relevant new staff are trained.
- 2.11 Intra School Alerts – It is the responsibility of the Head of the Preparatory School to ensure that at risk students from P to 2 wear a yellow alert ribbon on their playground hats identifying them as anaphylactic and medi-alert bracelet for Pre-K to Year 6. Similarly, the Head of the Preparatory School is responsible for ensuring that at risk students from P to 6 wear medical alert tags identifying them as anaphylactic. The Deputy Headmaster/Head of Senior School is responsible for ensuring that at risk students from Years 7 to 12 display tags on their school bags for easy identification. These tags can be obtained from the Health Centre. These arrangements for easy identification will be subject to regular checking in a sensitive manner by the School's teaching staff as instructed by the Deputy Headmaster/Head of Senior School and Head of the Preparatory School.
- 2.12 Intra School Notification – In accordance with "The King's School Policy for Collecting, Maintaining and Utilising Student Medical Information Pre- Kindergarten to Year 12" the School will maintain and display to certain staff on the School's KingsNet a list of Pre-Kindergarten to Year 12 students, along with relevant sensitive information, who have life threatening medical conditions including those with anaphylaxis. That list will be updated prior to the commencement of each Term. It is the responsibility of the Health Centre Nursing staff and the Deputy Head or Director responsible for Students and Community at each Campus, being the Senior Manager responsible for the Health Centre or Clinic, to ensure that list is kept up to date.

3. Signs of Anaphylaxis

- 3.1 The following signs are not exclusive to anaphylaxis, but in this situation tend to be more rapid in onset and more severe in nature. Many sufferers experience a combination of signs, but the most important relate to breathing difficulties.
- 3.2 The key signs are as follows:
- breathing difficulties / noisy breathing;
 - swelling of tongue;
 - swelling/tightness in throat;
 - wheeze or persistent cough;
 - difficulty talking and/or hoarse voice;
 - persistent dizziness or collapse;
 - pale and floppy (young children);
- 3.3 Other signs of mild to moderate allergic reaction:
- swelling of lips, face, eyes
 - hives and welts
 - tingling mouth
 - abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

Refer to ASCIA Action Plan www.allergy.org.au.



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4. In The Event Of Anaphylaxis

- 4.1 If a staff member becomes aware that a student is experiencing anaphylaxis, they should be mindful of the need to do the following:
- Stay with the student, lie the student down in a comfortable position, locate Epi-Pen, refer to students ASCIA Action Plan for Anaphylaxis and administer. Do not allow the student to stand or walk;
 - An appropriate person calls 000 (landline) or 112 (mobile) for an intensive care ambulance and also notifies the School's Health Centre (ext 409 or 9683 8409 or 0409 280 277);
 - It is also advisable to locate the School's first-aid EpiPen which will be located in one of the strategic places within the school in case a second dose is required as per list below:
 - All boarding & day houses
 - Student Reception
 - Science Centre
 - Dining Hall
 - Boat Shed
 - Braeside Shop
 - Library CLL
 - Theatre
 - Food Tech
 - Gym
 - Ag yard
 - Once assistance is contacted, the staff member should remain with the student until he is in the care of ambulance officers, Health Centre staff or other medical personnel such as hospital staff;
 - Prep School - contact either the Prep School Clinic (ext 548) or Office (ext 444) for assistance and for urgent supply of the student's Action Plan and EpiPen;
 - Tudor House – contact either the Tudor House Health Centre (ext 143), Office (ext 128/122) or Common Room (ext 139) for assistance and for urgent supply of the Student's Action Plan and EpiPen; administer the EpiPen (which is injected into the student's thigh in the prescribed way);
 - Senior School - contact either the Health Centre (ext 409) or Senior School Student Reception (ext 539) for assistance and urgent supply of the student's Action Plan and EpiPen, if not with the student;
 - Administer the Epi-Pen (which is injected into the student's thigh in the prescribed way);
 - Family Notification - contact the student's parents or carers only after consultation with the Deputy Headmaster, Head of Senior School, the Head of the Preparatory School, the Head of Tudor House or Health Centre Nursing Staff.
- (NB remembering that parents and others may hear earlier from another student with a mobile phone and/or see a social media post before communication from the School).

5. Minimising possibility of exposure to nuts and other food stuffs

- 5.1 As exposure to edible nuts and edible nut products remains the most significant risk in relation to anaphylactic reactions, the School has taken the following precautions, which should be clearly and frequently communicated by the Deputy Headmaster/Head of Senior School, Head of the Preparatory School and Head of Tudor House to parents, carers and staff.
- 5.2 Food Stuffs - The School community will be informed by the Deputy Headmaster/Head of Senior School, Head of the Preparatory School and Head of Tudor House on a regular basis that peanut butter, Nutella and other nut spreads that are known to leave residue should not be brought to School. All students will be directed to not share foods with at risk students, but this cannot be prevented. Senior School students, while deemed to be sufficiently aware of their own medical condition to not accept inappropriate food, will also be directed to not share food. All at risk students will receive regular briefings from the Nursing staff regarding the risk of sharing food.



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- 5.3 Parents, staff, students, residents and visitors must be aware that whilst the School will make every reasonable effort to ensure that students at risk do not come into contact with foodstuffs and other substances that may cause a reaction, the School cannot be considered a 'nut-free zone' or free of any other allergens that might cause a reaction. The size and nature of the School prevents such an assurance being given.
- 5.4 All Preparatory School students in danger of suffering an anaphylactic reaction should only eat food at School that has been sent with them from home or provided by Chartwells (Parramatta Campus caterers) via the Flexi-School's App. Parents using the Flexi-School lunch ordering service will be required to divulge any allergies their child has and must also ensure they have advised preferably in writing, the School's nursing staff of any onset or change in their child's medical condition to enable the School to keep the caterers informed. There are arrangements in place for the nursing staff to immediately share such critical information with the caterers and other appropriate staff.
- 5.5 Arrangements can be made through the Deputy Head (Students and Community) at the Prep and Senior School to have appropriate meals provided to both day students and boarders by the School's catering service. Parents must accept that no assurance can be made that there is no possibility of cross contamination when such meals are prepared by the School. Every reasonable precaution will be taken, but the School and its caterers cannot give any guarantee in this area.
- 5.6 The Senior School Deputy Head (Students and Community), who has responsibility for the School's catering contractor, will be responsible for ensuring that organisation is aware of the requirements of this Policy. He will also be responsible for ensuring that the controls that the firm has in place are adequate, in all circumstances, to safeguard students at risk.
- 5.7 Sharing of Food - At risk students should be instructed by parents and staff not to exchange food at School, nor ideally to eat any food not provided for them from home or previously arranged from the School's caterer. In the Preparatory School and Tudor House other students should be informed frequently that they must not share foodstuffs with any at risk student.
- 5.8 Food from Home - The parents of younger at risk students should provide the School with a store of suitable 'party snacks' for their son to enjoy at times of birthday and other special celebrations at School. Those students who are not at risk are encouraged to not bring nuts or other products to School which are potentially harmful to at risk students.
- 5.9 Food from Outside School and Home - Staff organising events involving food brought into the School (including pizza) should remain alert to the possibility of danger to at risk students. They must do all they reasonably can to ensure that at risk students do not partake of any suspect foodstuffs.

6. School Camps, Excursions and Field Trips

- 6.1 Those staff organising tours, camps, excursions, exchanges and field trips involving at risk students will, as part of their risk management assessment, liaise with involved service providers to do everything reasonably possible to minimise the risk for these students. Parents should also be reminded, by letter from the Deputy Headmaster/Head of Senior School, Head of the Preparatory School and Head of Tudor House as well as on permission forms, about the risks to anaphylactic students and the measures they can take to assist in minimising the risk of exposure to circumstances that will cause a reaction.
- 6.2 When an at risk Preparatory School student participates in any camp, excursion or field trip, including 'incursions' at the School that extend beyond the immediate boundaries of the Preparatory School's Academic Precinct, a copy of his Action Plan and his emergency kit should be taken by the accompanying staff member. If needs be, at risk students must be provided with food from home to take with them on extended excursions or camps.



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6.3 Random checks of students' bags belonging to those participating in school camps, excursions and field trips (including Cadet Corps) should be carried out for their Epi-Pens and inappropriate food stuffs needing to be confiscated. Senior School students and their supervising staff member must agree to the location of the student's Epi-Pen to ensure it is immediately accessible throughout the activity. Similarly, Senior School students at risk can be provided with food from home or from the School's caterer, if previously arranged, to take with them on excursions and camps.

7. Special Events

7.1 Special events, such as fundraiser morning teas may still proceed, but in accordance with the aforementioned requirements including reminding all parents and students of the risks related to sharing food.

8. Conclusion and Review

8.1 This Policy has been prepared in consultation with the School's staff, medical advisers in this area, including external experienced nurses and will be reviewed periodically.

8.2 The foregoing Policy has been prepared in light of the requirements of the following publications:-

- "Anaphylaxis Procedure for Schools 2012" NSW Department of Education;
- "The Australasian Society of Clinical Immunology and Allergy: Guidelines for Prevention of Anaphylaxis in Schools, Pre Schools and Child Care" 2015 Update;
- "Anaphylaxis Guidelines for Independent Schools 2014" Association of Independent Schools (NSW)

The School is fortunate in having qualified medical staff available at each Campus Health Centre or Clinic during Term time who are familiar with the above publications and will clearly have a significant role in ensuring the requirements of this Policy are observed and the welfare of all students particularly those at risk is safeguarded.

8.3 Parents, staff, students and others are invited to provide any comments they may have on this Policy to the Headmaster, the Deputy Headmaster/Head of Senior School, Head of the Preparatory School, Head of Tudor House, Deputy Head (Students and Community) or Director (Students and Community), the Quality and Compliance Manager or the School's Medical staff.

The King's School
May 2022

Version Table	
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1.0	February 2015
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