

This plan is to be completed by the principal or delegate on the basis of the information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the parent.

It is the responsibility of the parent to provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency response plan (signed by the medical practitioner), an up-to-date photo of the student (to be appended to this plan) and to inform the school if the child's medical condition changes.

<b>School</b>	St John Bosco's Primary School	<b>Phone</b>	9337 2314
<b>Student</b>			
<b>DOB</b>	<b>Year level</b>		
<b>Severely allergic to</b>			
<b>Other health conditions</b>			
<b>Medication at school</b>			

### Emergency contact details (Parent/carer)

<b>Name</b>	<b>Name</b>
<b>Relationship</b>	<b>Relationship</b>
<b>Home phone</b>	<b>Home phone</b>
<b>Work phone</b>	<b>Work phone</b>
<b>Mobile</b>	<b>Mobile</b>
<b>Address</b>	<b>Address</b>

### Emergency Contact Details (Alternative)

<b>Name</b>	<b>Name</b>
<b>Relationship</b>	<b>Relationship</b>
<b>Home phone</b>	<b>Home phone</b>
<b>Work phone</b>	<b>Work phone</b>
<b>Mobile</b>	<b>Mobile</b>
<b>Address</b>	<b>Address</b>
<b>Medical practitioner name</b>	<b>Phone</b>
<b>Emergency care to be provided at school</b>	
<b>Storage location for autoinjector device</b>	

### Environment

To be completed by the principal or delegate. Please consider each environment/area (on or off school site) the student will be in for the year, e.g. classrooms, school yards, specialist teaching areas, excursions, camps, etc.

Name of environment/area: Learning Areas/Classrooms			
Risk Identified	Actions required to minimise the risk	Who is responsible	Completion date?
Identification of students with anaphylaxis and management plan	A copy of each student's Individual Anaphylaxis Management Plan will be easily accessible and kept in the staff working areas, sick bay, classrooms and canteen.	First Aid Officer/Teachers	Updated at the beginning of each school year and on a needs basis throughout the year
Food related activities	Where food-related activities are planned, staff will liaise with parents ahead of time	All Staff	Ongoing
Treats	Use non-food treats where possible, but if food treats are used in class it is recommended that parents of students with food allergy provide a treat box with alternative treats. Alternative treat boxes should be clearly labelled and only handled by the student.	All Staff	Ongoing
External Sources	Staff will not provide food items from external sources to students who are at risk of anaphylaxis	All Staff	Ongoing
Proximity to allergens	Lunch box items/Treats from other students in class should not contain the substances to which the student is allergic. Staff will avoid the use of food items as 'treats.'	All Staff	Ongoing
Allergens	Products labelled as containing specific allergens known to impact students e.g. 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy.	All Staff	Ongoing
Allergens	Staff will be aware of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes including packaging e.g. peanut butter containers, egg containers etc.	All Staff	Ongoing
Utensil handling	All cooking utensils, preparation dishes, plates, knives and forks etc. will be washed and cleaned thoroughly after preparation of food and cooking.	All Staff	Ongoing
Cooking activities	St John Bosco's acknowledges that children with food allergies need special care when cooking or doing food technology. St John Bosco's will liaise with parents prior to the student undertaking these activities/subjects. St John Bosco's will utilise the resources available to support decision making processes noting that helpful information is available at: <a href="http://www.allergyfacts.org.au/images/pdf/foodtech.pdf">www.allergyfacts.org.au/images/pdf/foodtech.pdf</a>	All Staff	Ongoing
Student awareness	St John Bosco's will regularly undertake	Classroom Teachers	Ongoing

	discussions with students about the importance of washing hands, eating their own food and not sharing food.		
Emergency teacher awareness	The Principal/Deputy Principal/Office Staff 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 incident i.e. seeking a trained staff member.	Principal/Deputy Principal/Office Staff	Ongoing
<b>Name of environment: Canteen</b>			
<b>Risk Identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible</b>	<b>Completion date?</b>
Canteen Staff training	Canteen staff will be trained in food allergen management and its implications for food handling practices. Canteen staff (whether internal or external) should be able to demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.	Canteen Staff	Ongoing
Canteen Staff training	Canteen staff, including volunteers, will be briefed about students at risk of anaphylaxis and have up to date training in an anaphylaxis management training course as soon as practical after a student enrolls.	Canteen Staff	Ongoing
Student identification	A copy of the student's ASCIA Action Plan for Anaphylaxis will be displayed in the canteen as a reminder to canteen staff and volunteers.	Canteen Staff/ First Aid Officer	Updated at the beginning of each school year and on a needs basis throughout the year
Allergens	Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts	Canteen Staff	Ongoing
Canteen menu	The canteen will provide a range of healthy meals and products that exclude peanuts or other nut products in the ingredient list or a 'may contain...' statement.	Canteen Staff	Ongoing
Surface cleaning	Tables and surfaces will be wiped down regularly	Canteen Staff	Ongoing
Bringing nut products to school	St John Bosco's acknowledges that food banning is not generally recommended by RCH and ASCIA. St John Bosco's asks particularly Prep to Year 2 students to refrain from bringing nut related products at school. St John Bosco's 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 may seek agreement to not stock peanut and tree nut products (e.g. hazelnuts, cashews,	All staff and families	Ongoing

	almonds, etc.).		
<b>Name of environment: School Grounds</b>			
<b>Risk Identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible</b>	<b>Completion date?</b>
Staff training	St John Bosco's 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 are able to access an autoinjector and respond quickly to an allergic reaction if needed.	Principal/Deputy Principal/First Aid Officer	Ongoing
Accessibility to autoinjectors and management plans	St John Bosco's will review processes to ensure that EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds	Principal/Deputy Principal/First Aid Officer	Ongoing
Awareness	St John Bosco's will have an emergency response procedure and communication plan in place for Staff on 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 office/leadership) if an anaphylactic reaction occurs during recess or lunch time. All yard duty staff carrying emergency cards in yard-duty bags, mobile phones, autoinjectors carried in first aid kits by on duty staff.	All Staff	Ongoing
Awareness	Staff on duty will be able to identify by face those students at risk of anaphylaxis	All Staff	Ongoing
Environmental risk minimisation	Students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants	All Staff	Ongoing
Environmental risk minimisation	St John Bosco's will ensure lawns are regularly mowed and bins are covered	All Staff	Ongoing
Environmental risk minimisation	Students are to keep drinks and food covered while outdoors	Students	Ongoing
<b>Name of environment: Special Events (e.g. sporting events, incursions, class parties, etc)</b>			
<b>Risk Identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible</b>	<b>Completion date?</b>
Staff training	St John Bosco's will ensure that sufficient staff, who have been trained in the administration of an autoinjector, are supervising students to be able to respond quickly to an anaphylactic reaction if required.	Principal/Deputy Principal/First Aid Officer	Ongoing
Rewards	Staff will avoid using food in activities or games or as rewards	All staff	ongoing
Parent consultation	St John Bosco's will consult with parents in advance of planned special events to either develop an alternative food menu or	All staff	Ongoing

	request the parent to send a meal for the student/s at risk		
Parent awareness	Parents 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	All staff	Ongoing
Visiting students	Where students from other schools are participating in an event at St John Bosco's, staff will 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.	All staff	Ongoing
<b>Name of environment: Excursions/sporting events</b>			
Risk Identified	Actions required to minimise the risk	Who is responsible	Completion date?
Risk assessment	Risk Assessment will be undertaken for each individual student attending. If a student/s at risk of anaphylaxis is attending, sufficient school staff supervising the special event will be trained in the administration of an adrenaline autoinjector and be able to respond quickly to an anaphylactic reaction if required.	Organising staff	Prior to departure
Staff training	A school staff member or team of school staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector will attend excursions.	Attending staff	Ongoing
Rewards	School staff and venue staff should avoid using food in activities or games, including as rewards	School staff and venue staff	Ongoing
Awareness	The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis should be easily accessible and school staff must be aware of their exact location.	Attending staff	Ongoing
Risk assessments	For each excursion a risk assessment will be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of	Attending staff	Prior to departure

	venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio. All school staff members present during the field trip or excursion will be made aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.		
Parent consultation	Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required)	Organising staff	Prior to departure
Parent attendance	In rare cases where the school deems it necessary, parents may be invited to accompany their child on excursions. This will be discussed with parents as one possible strategy for supporting the student who is at risk of anaphylaxis.	Organising staff	Prior to departure
Parent attendance	Prior to the excursion taking place, school staff should consult with the student's parents and medical practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.	Organising staff	Prior to departure
Venue awareness	If the excursion or special event is being held at another school then that school should be notified ahead of time that a student at risk of anaphylaxis will be attending, and appropriate risk minimisation strategies discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear. Students at risk of anaphylaxis should take their own adrenaline autoinjector with them to events being held at other schools.	Organising staff	Prior to departure

Name of environment: <b>Camps or remote Settings</b>			
Risk Identified	Actions required to minimise the risk	Who is responsible	Completion date?
Consultation with venue	Prior to engaging a camp owner/operator's services St John Bosco's 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, St John Bosco's 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	Organising staff	Prior to departure

	service provider as a reasonable step in discharging its duty of care to the student/s at risk of anaphylaxis due to food allergens.		
Risk assessment	St John Bosco's 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/carers of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.	Organising staff	Prior to departure
Parent consultation	St John Bosco's staff will consult with the parents 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.	Organising staff	Prior to departure
Food provided by venue	If St John Bosco's 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	Organising staff	Prior to departure
Allergens	The use of substances containing known allergens should be avoided where possible	All staff/ venue staff	Ongoing
Parent consultation	Prior to the camp taking place school staff should consult with the student's parents 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 parental support 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.	Organising staff	Prior to departure
Autoinjector and management plan access	St John Bosco's will ensure that the student's adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and staff mobile phones 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	All staff	Ongoing

	anaphylactic reaction.		
Risk assessment	St John Bosco's 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)	Organising staff	Prior to departure
Autoinjector access	Autoinjectors should remain close to the students and staff must be aware of its location at all times.	Attending staff	Ongoing
Autoinjector access	General use Autoinjectors will be included in camp first aid kits as a back-up device in the event of an emergency.	Attending staff	Ongoing
Allergens	Staff will consider exposure to allergens when students are consuming food during travel on bus/plane/etc. and whilst in cabins/tents/dormitories/etc.	Attending staff	Ongoing