



The King's School

Anaphylaxis (Severe Allergic Conditions) Policy (P-12)

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.
2. The School will seek to take all reasonable measures to ensure that no child in its care is exposed to circumstances 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.

GENERAL POLICY STATEMENTS

3. **Notification of Condition** - Parents of students who have been diagnosed as being at risk of anaphylaxis must make this known to the School's Registrar or Preparatory School Enrolment Officer at the time of his application to be enrolled or, subsequent to enrolment, to the School's Health Centre 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 (ASCIA) Action Plan for Anaphylaxis.
4. Upon receipt of such advice, the School's Registrar, Head of Preparatory School or Health Centre Nursing Staff will ensure that all appropriate staff are notified and the School's Database is updated, so that suitable arrangements can be made.
5. The Deputy Headmaster or the Head of the Preparatory School will be responsible for ensuring that the School's Health Centre receives a detailed Action Plan (including a photo) from parents in accordance with this and other related School Policies.
6. 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 Health Centre 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 son's Action Plan as necessary.

7. **Provision of EpiPens** - The parents of at risk students are responsible for providing two in-date EpiPens.
8. In respect to students in the Preparatory School, these EpiPens should be given to the Preparatory School Health Coordinator who will arrange for one to be kept in the student's classroom and the other in the Staff Common Room or other location deemed appropriate by the Head of the Preparatory School
9. In respect to students in the Senior School, it is the responsibility of parents to ensure their son has one of the EpiPens readily available to him whilst at School or participating in School activities e.g. in School bag, bed study, sports bag. The second EpiPen must be provided to the School's Health Centre Nursing Staff who, in consultation with other staff, shall arrange for an EpiPen to be kept at or taken to appropriate locations.
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 EpiPen. It is the responsibility of the Director of Student Services 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.
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. 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 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 and Head of Preparatory School.
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 Intranet 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 up dated prior to the commencement of each Term. It is the responsibility of the Health Centre Nursing Staff and the Director of Student Services, being the Senior Manager responsible for the Health Centre, to ensure that list is kept up to date.

SIGNS & SYMPTOMS OF ANAPHYLAXIS

13. The following symptoms 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 several symptoms, but the most important relate to breathing difficulties
14. The key symptoms are as follows:
 - breathing difficulties / noisy breathing:
 - swollen tongue:
 - difficulty talking and a hoarse voice:
 - localised swelling, particularly to the eyes, lips and face:
 - flushed appearance:

- urticaria (the itchy, welt-like lesions of hives):
- nausea, abdominal pain:
- feeling faint and loss of consciousness:
- feeling anxious:

15. Other "allergic" students, such as those with hay fever, eczema and asthma, are at higher risk of an anaphylactic reaction, and this should be suspected if the symptoms are more rapid in their onset or appear more severe than usual.

IN THE EVENT OF AN ANAPHYLACTIC EMERGENCY

16. If a staff member becomes aware that a student is experiencing an anaphylactic reaction, they should be mindful of the need to do the following:-
- **Generally** - where possible stay with the student and place him in a comfortable position;
 - 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);
 - 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 Sick Bay (ext 548), Office (ext 444) or Prep Common Room (ext 632) 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 EpiPen (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, the Head of Preparatory School or Health Centre Nursing Staff.
(NB remembering that they may hear earlier from another student with a mobile phone and/or see a social media post before communication from the School).

MINIMISING POSSIBILITY OF EXPOSURE TO NUTS AND OTHER FOOD STUFFS

17. 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 and Head of Preparatory School to parents, carers and staff.
18. **Food Stuffs** - The School Community will be informed by the Deputy Headmaster and Head of Preparatory School 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 Health Centre Nursing Staff regarding the risk of sharing food.

19. 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.
20. 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.
21. Arrangements can be made through the Director of Student Services 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 cannot give any guarantee in this area.
22. The Director of Student Services 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 firm has in place are adequate, in all the circumstances, to safeguard students at risk.
23. **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 Dining Room. In the Preparatory School other students should be informed frequently that they must not share foodstuffs with any at-risk student.
24. **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 is potentially harmful to at-risk students.
25. **Food from Outside School and Home** - Staff organising events involving food brought into the School (including pizza parties) 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.

SCHOOL CAMPS, EXCURSIONS AND FIELD TRIPS

26. Those staff organising 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 or Head of Preparatory School 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.

27. 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 need be an at-risk student must be provided with food from home to take with him on extended excursions or camps.
28. 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 EpiPens and inappropriate food stuffs needing to be confiscated. Senior School students and their supervising Staff Member must agree the location of the student's EpiPen 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 Dining Hall, if previously arranged, to take with them on excursions and camps.

SPECIAL EVENTS

29. Special Events, such as fundraiser morning teas, the Prep School Language Days may still proceed, but in accordance with the aforementioned requirements including reminding all parents and students of the risks related to sharing food.

CONCLUSION AND REVIEW

30. 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.
31. 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" 2012 Update;
 - "Anaphylaxis Guidelines for Independent Schools 2014" Association of Independent Schools (NSW)

The School is fortunate in having qualified medical staff available at the School Health Centre during term time that 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.

32. Parents, staff, students and others are invited to provide any comments they may have on this Policy to the Headmaster, the Deputy Headmaster, the Head of the Preparatory School, the Deputy Bursar or the School's Medical Staff.

The King's School
February 2015