



Policy Number	N/A
Implemented	2012
Evaluated	2018
Next Evaluation	2021
Evaluation Group	LT
Evaluation Frequency	3 years

ALLERGY MANAGEMENT POLICY

1. OVERVIEW

This policy demonstrates a whole school approach to the healthcare and management of members of the Gleeson College community suffering from specific allergies.

2. RATIONALE

Gleeson College is committed to ensuring that all students, staff and volunteers in our care are safe and that their wellbeing is maintained. Allergies are becoming a more frequent occurrence in our community, and we must respond to the needs of our community members with identified allergies.

The most common allergens are peanuts, eggs, tree nuts (eg. cashews), dairy products, fish and shellfish, wheat, soy, sesame and certain insect venom (bees, wasps, ants).

Gleeson College's position and the intent of this policy is to minimise the risk of exposure to allergens to members of the community suffering allergy induced anaphylaxis whilst at the College, encourage self-responsibility, and plan for effective response to possible emergencies.

3. BROAD POLICY

Gleeson College is committed to developing an Allergy Aware Environment in the management of allergic reactions. Key principles include:

- **Obtaining medical information** from parents/caregivers regarding known allergies
- Encouraging **student education** on allergy awareness and **self-responsibility**
- Ensuring staff maintain appropriate **training** to enable an effective response to anaphylaxis
- Maintaining effective **risk minimisation strategies** for people with known allergies including **awareness** of allergens and **prevention of exposure** to known trigger foods and insects
- **Regular review** and monitoring of all individual Medical Information Forms.

4. DEFINITIONS

Allergy: A condition in which the body has an exaggerated response to a substance (food, venom, pollen etc), also known as hypersensitivity.

Allergen: A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis: A sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines. **Anaphylaxis should always be treated as a medical emergency.**

EpiPen: A syringe-style device containing epinephrine, used to treat severe allergic reactions, and is ready for immediate inter-muscular administration.

Minimised Risk Environment: An Environment where risk management practices have minimised the risk of allergen exposure.

Medical Information Form: A detailed document outlining an individual's condition, treatment and action plan, and location of EpiPen.

5. RESPONSIBILITIES

College responsibilities:

- 5.1 The College will ensure staff are aware of potential allergens and first aid procedures to be followed in the event of a medical emergency.
- 5.2 The College will request that a Medical Information Form is completed and regularly updated for each student and ensure this information is shared as required.
- 5.3 The College will maintain practices for effective communication of individual student Medical Information Forms to relevant staff.
- 5.4 Teachers and Education Support Officers will review and familiarise themselves with student medical information as required.
- 5.5 Teachers will promote hand washing before and after eating and promote the College's stance on no food and drink sharing.
- 5.6 Teachers responsible for cooking and science classes will ensure they are aware of any possible allergens of participating students.
- 5.7 The Gleeson College grounds will be diligently maintained to manage any bee, wasp or ant nests.
- 5.8 Where students with known allergies are participating in camps and/or excursions, risk assessments and safety management plans for those camps and excursions will include each student's individual Medical Information Form.
- 5.9 Sports coaches will be provided with medical information and individual Medical Information Forms for any students with a known allergy prior to undertaking activities.
- 5.10 The College will securely store EpiPens in the First Aid Room for students if required and stated in their Medical Information Forms.

Parent/Caregiver responsibilities:

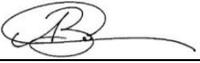
- 5.11 Parents/caregivers will provide, in writing, ongoing, accurate and current medical information to Gleeson College at the commencement of each calendar year and when requested by Gleeson College.
- 5.12 Parents/caregivers will provide written advice from a doctor (GP), for any student with an allergic condition, which explains the condition, defines the allergy triggers and details any required medication.
- 5.13 Parents/caregivers will report to the College in writing, of any change in a student's medical condition during the year.
- 5.14 Parents/Guardians are responsible for the provision of EpiPens or other medications to the College, including checking expiry dates and timely replacement as required.
- 5.15 Parents/caregivers are to be aware that the wearing of a medic-alert bracelet is recommended.

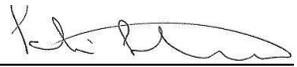
Student responsibilities:

- 5.16 Students with food allergies are to check packaging of items sold in the Canteen and avoid items with traces of nuts.
- 5.17 Students are to inform relevant teachers of any allergies should the cooking of foods form part of the curriculum.

6. EVALUATION

The Leadership Team is responsible for the evaluation of this policy which will take place every 3 years. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed  Principal or delegate

Signed  Chairperson of Board or delegate Dated: 24/10/2018

This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012 and subsequently updated in 2018.