

## ANAPHYLAXIS AND ALLERGY AWARENESS POLICY

### **Context:**

At Woodville, we promote and construct learning environments that are safe and supportive. Students and staff may have anaphylactic (severe allergic) conditions. This means that exposure to certain allergens/triggers at school may constitute a risk to their health and wellbeing.

Anaphylaxis, or anaphylactic shock, is a systemic allergic reaction that can be fatal within minutes: either through swelling that shuts off airways or through a dramatic drop in blood pressure. While there can be a range of triggers such as bee stings, shellfish and eggs, the most common trigger is to tree nuts (including peanuts, cashews, almonds, pistachios).

It is impossible to guarantee that the environment will be free of potential hazards. However, compliance with reasonable guidelines and education will minimise the potential risks. The emphasis is therefore on raising awareness and adopting the reasonable procedures termed as 'Anaphylaxis and Allergy Awareness'.

### **Purpose:**

To ensure the safety, health, and wellbeing of every member of the Woodville Primary School community by raising awareness of anaphylactic conditions among students, staff, parents, and caregivers. This understanding and awareness aims to minimise risks and promote a safe and inclusive school environment.

### **Management:**

#### **Parents/Caregivers will:**

- Provide an "Australasian Society of Clinical Immunology (ASCI) Action Plan" completed by a medical professional (doctor) or nurse practitioner if their child has a serious allergy.
- Ensure medications are in date at all times, and in the original packaging with a pharmacy label that includes name, dose and administration instructions.
- Communicate any changes to their child's allergy and risk factors to ensure school staff have up-to-date information.
- Meet with Leadership and the child regarding requests for child to carry/administer own medication and in consultation, complete the "Decision Making Tool for Medication Management".

#### **Students will:**

- Follow the "Be a Make Allergy Treatment Easier (M.A.T.E) guidelines"
  - Are encouraged not to share food
  - Always take food allergies seriously
  - Wash hands after eating
  - Know what your mates are allergic to
  - Get help straight away if a mate gets sick (even if they don't want you to)

#### **Staff will:**

- Supervise students during lunch eating time and will be vigilant regarding this policy.
- Notify class parents or guardians of known triggers at the start of the year or when a new enrolment occurs.
- Refer to The Allergy and Anaphylaxis Australia [Be a MATE allergy aware program](#) to promote awareness to students about food allergies, and how to help their friends who are at risk of anaphylaxis. These resources will help increase allergy awareness and understanding within the whole school community.

- Refer to the resources available on the ASCIA website to increase allergy awareness and understanding within the whole school community. [Free printed resources - Allergy & Anaphylaxis Australia](#)
- Are encouraged to complete the free [ASCIA anaphylaxis e-training for Australasian schools](#). This course should be completed every 2 years.

#### **Leadership/Administration staff will:**

- Notify the parent or guardian when the expiry date of medication is nearing, as soon as practicable.
- Designated first aiders will be trained in HLTAID012 Emergency First Aid Response in an Education and Care Setting.
- Ensure at least 1 designated first aider who is trained in HLTAID012 Emergency First Aid Response in an Education and Care Setting is in attendance at all times. They will be immediately available to administer first aid and emergency response medication (where required).
- Inform required staff of student medication and storage location.
- Provide time for all staff to complete the free [ASCIA anaphylaxis e-training for Australasian schools](#). Staff will be required to complete the update training every 2 years.
- Familiarise themselves with the students' ASCIA action plan, reviewing it when: there has been a medical emergency, the plan is reviewed and updated, before camps and excursions, or there is a new medical diagnosis, and inform all staff as required.
- All students identified to be at risk of an allergic reaction or anaphylaxis, even without a medical diagnosis or ASCIA action plan, the school will complete a "Health Support Agreement" with the parent or guardian. They should also complete the "Safety and Risk Management Plan".
- Update TRT folders with information as required.
- Inform students, staff, families and school community of this policy.
- Include photos of children who have an allergy or anaphylaxis risk in all yard duty bags, including instructions of what to do when a reaction occurs.

#### **Canteen and OSHC:**

- Will undertake the National Allergy Council's free [All About Allergens](#) online training.
- Regular volunteers will also be encouraged to undertake this training. However, they will not have the responsibility of preparing food for children and young people or staff with food allergies.

#### **Communication:**

- Staff are informed of policy at their inductions
- This policy will be communicated through our school communication platforms.
- Food Allergy Awareness Week added to school calendar held in late May each year.
- Families within our school community are provided with information through the school enrolment package.
- The Allergy and Anaphylaxis Australia Be a M.A.T.E program will be communicated through our school communication platforms to help increase allergy awareness and understanding within the whole school community.
- Governing Council is informed and gives approval and support to this policy

#### **Review**

This policy will be reviewed biennially by staff and the Governing Council to ensure its ongoing relevance and effectiveness. The school recognises that, given current food processing practices, the complete elimination of nut products is not feasible in environments where food is present. As such, the focus is placed on increasing awareness and implementing reasonable procedures under the framework of 'Awareness'.

Policy ratified by staff: Date: 9/9/25  
Endorsed by Governing Council: Date: 23/9/25  
Review Date: 23/9/27