

GUIDELINES FOR STUDENTS WITH ALLERGIES

POLICY 5 GUIDELINE 18



Developing our Children's Minds
Guiding our Children's Hearts

ALLERGY MANAGEMENT

Managing children with moderate to severe allergies is a daily reality for the school. Good systems and communication will reduce stress experienced by the child, their parents and teachers, and keep children with allergies safe.

In relation to food, Allergy New Zealand recommend that risk minimisation with regard to particular allergies (is indicated, however the implementation of blanket food bans or attempts to prohibit the entry of food substances into schools are not recommended).

The purpose of allergy management is:

- To safeguard children with allergies.
- To support staff in caring for children with allergies.
- To maintain effective communication that reflects the Catholic Character of the school regarding allergies between parents and the school.
- To support parents to assist their children with allergies to self-manage as appropriate.

Moderate to Severe Allergy Management Guidelines (including Epi-pen where relevant)

1. If allergies with risk of moderate-severe reactions are identified on enrolment, the parents will be asked to provide written medical information from the child's doctor. This should include an Allergy or Anaphylaxis Action Plan signed by the doctor. Parents should talk to their doctor about this. A referral can be made to the Regional Public Health Service if the parent needs help with following this up.
2. A meeting will be held between the Principal, teacher, parent and child with allergies prior to the child starting their school visits. Specific requirements will be clarified at this meeting and placed in writing in a health care plan and including an anaphylaxis plan if relevant, authorisation from the parent for the teacher or other staff to administer the Epi-Pen will also be given at this time if required. The meeting could consider an application for High Health Needs funding if teacher aid support is felt to be necessary. If a Public Health Nurse is involved they could be invited to this meeting also.
3. Staff will be provided with training on how to recognise anaphylaxis and administer an Epi-Pen or other relevant medication.
4. The parents are responsible for providing an Epi-Pen and/or other prescribed medication in a labelled bag/container; and for ensuring all medication is kept up to date.
5. Parents of children with allergies will be offered a contact from a parent whose allergic child has been at the school for several years if this is relevant and appropriate. Parents will be consulted about this before the offer is made.
6. A register of children with allergies will be maintained on eTap. Students with information recorded in eTap will have a medical flag appear on their personal details.
7. A red card stating 'Epi-Pen' will be held in all classrooms where there is a student with an allergy that requires an Epi-Pen. A runner will take the card to the office in an emergency. This card means contact an ambulance immediately then the family. Another staff member should go to the classroom or location concerned and assist.
8. Each child will have a labelled bag/container containing an Epi-pen or other medication (provided by the parents), which will be kept at a designated place in the classroom. An anaphylaxis action plan will be kept with the Epi-pen. These bags/containers will be taken with the children on all school trips and outings. The

teacher of each child should make it clear to the child who is carrying the bag/container (generally the teacher or the child's parents).

9. If it is believed, on reasonable grounds, that a student has an item in their possession that may pose an immediate threat to students with severe allergies then an authorised person, the teacher or Principal are entitled to request the item or carry out a search for the item in a way that is consistent with the Guidelines for the Surrender and Retention of Property and Searches (Ministry of Education January 2014). This will always be done in consultation with the Principal and the Board Chair will be notified of actions taken.

For each child with severe allergies:

School Responsibilities

- Provide parents with permission forms for medication to be administered and to complete a record of medication administered.
- A letter will be sent to classmates' parents before the beginning of the school year, or before a child starts in the class, making them aware of the child's allergy (with permission from the child's parents). This will also be sent to parents of preschool children at the time school visits are arranged.
- A school Medical Alert sheet displaying photo, allergy information, symptoms and actions for children will be provided to all teachers as well as kept in the office and emergency action plan folder in the Medical Room.
- For relieving teachers, an information pack will contain information relating children with allergies in the class, the procedures in place to manage this, and details on who to contact if there is an issue.
- Teacher Aides who work in classes where children with allergies are will be covered by other staff in their absence.
- The teacher will carry medication on all trips.
- Notification of trips will be given two weeks prior to the event to give parents and teachers time to assess and manage risk.
- For children with severe allergies (life threatening) the school will provide parents with the option to attend or accompany a trip.
- Where a specific food item is identified as life threatening to a student attending an event where food is served, every effort will be made to minimise risk and where practical certain foods will be removed from the menu.
- The Principal (or delegate) will distribute and disseminate student medical information to the teachers and copies of medical procedures (including these guidelines) to those teachers with students who have identified medical concerns. This will occur at a staff meeting at the beginning of the year, where there is a change of teacher during the year or when a student comes in during the year.
- The Principal will act as the point of contact for issues relating to allergy management for parents and staff.

Parents Responsibilities

- Parents are to supply an allergy or anaphylaxis action plan (including a photo of the child) to be held in the Medical Room and the classroom.
- Parents are responsible for supplying an Epi-Pen or other appropriate medication, and ensuring that it has not passed its expiry date.
- Parents are to complete permission forms for medication to be administered and a record of medication given is completed.
- Parents will be responsible for timely updates regarding change in allergy status of their child, and for supplying appropriate medication.
- Parents will need to discuss their child's needs with the classroom teacher each time there is a change of classroom, either at the beginning of the school year or during the year.
- Parents should proactively agree an emergency contact procedure with the teacher, so the teacher knows the best number to reach a parent on, and who to call first (after an ambulance)

In the event a child has an anaphylactic reaction while under school supervision, this will be recorded under injury and incident reporting requirements. A meeting with staff and the child's parents will be arranged to review the incident and determine whether any changes to procedures are needed.

Appendix 1A: Allergy Management Meeting - Notes for Teachers

Appendix 1B Allergy Management Meeting Notes for Parents

Appendix 1A: Allergy Management Meeting - Notes for Teachers

St Benedict's School is committed to safeguarding children with allergies. The school has strict procedures in place to minimise risk. .

Effective communication between staff and parents is also required to ensure that expectations are clear and can be met by both parties. A meeting with your student's parent/s prior to them starting school is designed to facilitate this communication. The following list is items to be discussed and clarified.

Ensure you clearly understand:

- Specific details of the child's allergies
- Requirements for allergy management in your classroom
- Parents' expectations of you and the school
- Allergy symptoms to look out for
- Medication to be administered, and when.

Discuss with the parents:

- Allergy management systems in place in the school, including transfer of information to relieving teachers.
- How much the child understands about their allergies, and how competent they are at managing their allergies
- Specific changes required in the classroom
- Specific procedures that need to be implemented where allergies are concerned, particularly if food is to be eaten in the classroom and hygiene practices.
- Trip management
- Letter to parents of classmates
- Your expectations of the parents
- Who to talk to if issues arise.

Developing Children's Self-Responsibility

- Encourage the child to take responsibility for managing their allergies by routinely washing hands before eating, not using water fountains and not sharing food.
- Periodically check with the child to ensure they understand the systems in place to keep them safe and where to go for help.

Communicating Effectively

- Get to know the parents and make yourself available to answer their questions, discuss issues and agree on emergency communication procedures.
- Encourage the child's parents to attend activities when possible to provide you with support. For children with severe allergies the school recommends a parent attend or accompany a trip.
- Discuss allergies with the class. This needs to be done sensitively.

Making the Child Feel Included

- Every effort should be made to include the child in school activities. Plan ahead. Notify the parents of activities and trips at least two weeks prior so you have enough time to ensure the child is safe and included, and that parents who want to attend that activity can make arrangements if required.

Appendix 1B: Allergy Management Meeting - Notes for Parents

St Benedict's School is committed to safeguarding children with allergies. The school has procedures in place to minimise risk.

Effective communication between staff and parents is also required to ensure that expectations are clear and can be met by both parties. A meeting with your child's teacher and the Principal prior to them starting school is designed to facilitate this communication. The following list is items to be discussed and clarified.

For the meeting please provide (in writing Health Care Plan form):

- Specific details of your child's allergies.
- Requirements for allergy management.
- Your expectations of the school.
- An Allergy or Anaphylaxis Action Plan signed by your child's doctor, which includes a photo of your child.

Discuss With The Teacher:

- Allergy management systems in place in the school, including transfer of information to relieving teachers.
- How much the child understands about their allergies, and how competent they are at managing their allergies.
- Specific changes required in the classroom.
- Trip management.
- Letter to parents of classmates.
- How you can support the teacher and school to provide appropriate care for your child
- Who to talk to if issues arise.

Developing Your Child's Self-Responsibility

- Make sure your child is fully aware of what symptoms they should watch out for and when to ask for help.
- Inform your child about the systems in place to keep them safe and where to go for help.
- Encourage your child to take responsibility for managing their allergies by routinely washing hands before and after eating, not using water fountains and not sharing food.

Communicating Effectively

- The teacher would like to discuss allergies with the class. This will be done sensitively. Get to know the teacher and make yourself available to answer their questions. Agree on emergency communication procedures.
- Get involved in the classroom, check with the teacher as to how you might be able to help out.. Attend activities when possible to support the teacher. For children with severe allergies the school recommends a parent attend or accompany a trip especially where food preparation is required.
- Get to know the other parents. They may be able to provide support on trips and class activities.

Making Your Child Feel Included

Every effort should be made to include your child in school activities. Plan ahead. Talk to the teacher to ensure that you are notified of activities and trips at least two weeks prior. This will give you time to ensure your child will be safe and included, and to arrange childcare if required.