



### ROCKHAMPTON GIRLS GRAMMAR SCHOOL

## Allergies Policy

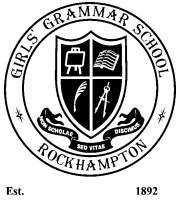
### PURPOSE OF THE POLICY

This Policy states the Rockhampton Girls Grammar School's strategies for managing severe allergies in students.

### POLICY

The policy of the Rockhampton Girls Grammar School (RGGS) is to include anaphylactic-students in all school activities wherever possible. If a parent notifies the school that their child has a severe allergy, the school will take the following steps:

1. Work with the parent, a medical expert and a school team (e.g. health care coordinator, principal, teacher, counsellor, catering manager) to develop a plan to accommodate the child's needs throughout the school as much as possible, including in the classroom, in the dining room, in OSHC programs, during school-sponsored activities, and on the school bus.
2. Ensure that the parent has provided:
  - emergency contact information
  - written medical documentation and instructions as directed by their doctor, ASCIA Action Plan
  - information to their child regarding self-management so that their child knows:
    - safe and unsafe foods
    - how to avoid exposure to known allergens
    - symptoms of an allergic reaction
    - how and when to tell an adult they may be having an allergic reaction
    - how to read food labels, where age appropriate
    - how to administer medication, where age appropriate
  - medication that is correctly labelled and within use-by date
  - a photograph of their child.
3. Ensure that parents are aware of their responsibility to replace medication after use or upon the expiry date
4. Provide regular professional development to all staff, including at induction for staff who join the school later in the year, that assists staff to understand severe allergies, recognise symptoms, know what to do in an emergency, know the location of first aid facilities, and be aware of any source of allergen in materials they might use in the course of instruction (e.g. art and craft materials, cooking ingredients, prizes in class competitions)
5. Ensure that all staff members know the names and appearance of students with severe allergies. This may include displaying photographs of these students in a place where access is restricted and the privacy of the child is protected and maintenance of the Medical Alert Register
6. Coordinate with the health care coordinator to be sure medication is appropriately stored, and be sure that an emergency kit is available that contains a physician's Action Plan for adrenaline. Keep medication in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers (students will be allowed to carry their own EpiPen/Anapen, if age appropriate after approval from the student's physician, parent and the health care coordinator where applicable)
7. Designate school personnel (usually the student's teacher) who are properly trained to administer medication in the event that the health care coordinator is not immediately available
8. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medication during the school day regardless of time or location



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9. Ensure that school bus driver receives training including symptom awareness and what to do if a reaction occurs
10. Discuss with the family and the school team, before every school excursion or camp, any special arrangements that need to be made for the school excursion or camps.

### **If a student experiences a severe allergic reaction the school will:**

1. Administer the prescribed medication
2. Call an ambulance
3. Notify parents
4. Make a written report of the incident and
5. Review its policies/procedure with the school staff, the parents, the child's doctor, and the child (if age appropriate) to determine if any changes need to be made.

In any case, the school will conduct an assessment at regular intervals (at least annually) to determine the adequacy and appropriateness of existing policy and procedures.

### **POLICY RELEASE DETAILS**

<b>Date of Policy</b>	September 2011
<b>Reviewed by</b>	RGGGS Executive, in consultation with the RGGGS Health Centre
<b>Review Date</b>	Annually
<b>Access</b>	Public Availability – RGGGS Website

### **RELATED POLICIES AND DOCUMENTS**

RGGGS Student and Parent Handbook  
RGGGS Staff Handbook  
RGGGS Medication Management Policy