



Kincumber Public School Plan

Anaphylaxis

Key Accountability: Student health and wellbeing

Departmental Plan References: Anaphylaxis

Next Review Date: Term 2, 2026

Purpose

The aim of this plan is to communicate with families the specific ways that Kincumber Public School manages anaphylaxis for students, staff and visitors. It should be read in conjunction with Anaphylaxis and Allergy Procedures for Schools.

<https://education.nsw.gov.au/schooling/parents-and-carers/health-and-physical-care/health-care-procedures/conditions/anaphylaxis>

Rationale

Schools must have principles, practices and procedures to manage a variety of health conditions, including those that require an emergency response. Anaphylaxis is a severe and sudden allergic reaction which is potentially life-threatening and always requires an emergency response.

The principles of this plan include that:

1. The school is expected to provide a safe environment for staff, students and visitors, including those with severe allergies.
2. School staff have a duty of care to support staff and students who have ongoing and emergency health care needs.
3. All staff are trained in line with the Department's mandatory training schedule to provide care for a range of very minor injuries or illnesses and emergency responses to anaphylaxis.
4. A risk management approach underpins these school procedures.
5. The focus of this plan is risk minimisation for students.

Implementation

At Kincumber Public School you can expect we will:

- Raise awareness of anaphylaxis and educate the community about strategies and measures that minimise risk of severe allergic reactions.
- Follow health care and emergency plans for students for students with an ASCIA Action Plan for Anaphylaxis or ASCIA Action Plan for Allergic Reactions.
- Have procedures in place to minimise risk and deal with emergencies.



1. School Responsibilities

- 1.1 On enrolment, or for an already enrolled student, follow the NSW DoE procedures if an allergy is indicated.
- 1.2 Inform the school community of the anaphylaxis plan.
- 1.3 Ensure students at risk of anaphylaxis are not excluded from school activities because of their allergies.
- 1.4 Conduct risk assessments and implement risk management plans and minimisation measures.
- 1.5 Ensure school staff have anaphylaxis training.
- 1.6 Ensure teaching strategies are used to raise awareness of all children about anaphylaxis and the school's risk minimisation measures.

2 Parent/Carer Responsibilities

- 2.1 Notify the school about your child's risk of anaphylactic reaction on enrolment, or if already enrolled, as soon after diagnosis as possible, and if the child's health needs change.
- 2.2 Provide the school with an up-to-date Anaphylaxis Action Plan with medication prescribed by the treating medical officer documented and signed. This should include details of the prescribed medications such as antihistamines and adrenaline (Adrenaline auto-injector).
- 2.3 Supply necessary medication in an insulated container and ensure it is clearly labelled and kept up to date.
- 2.4 Work with school staff to plan ahead for special events like excursions, birthday celebrations, classroom activities, outdoor activities and to develop individual health care plans.
- 2.5 Provide the school with current information about emergency contacts.

3 Student Responsibilities which are age and developmentally appropriate.

- 3.1 Avoid sharing food or eating foods not brought from home or the school canteen.
- 3.2 Feel safe to report feeling at risk of an allergic reaction or the subject of bullying.



RISK	WHOLE SCHOOL RISK MINIMISATION STRATEGY	WHO
FOOD ALLERGY		
Sharing lunches/snacks	1. Regular discussions with class about eating your own food and not sharing	Class teacher and whole of school
	2. Regular discussions with class about not sharing food containers and utensils	Class teacher and whole of school
	3. Regular discussions with class about washing hands	Class teacher and whole of school
	4. Labelling all food and drink containers clearly	Parents
	5. Children with food allergies are supervised directly by a teacher in an easily identified area of the school when eating lunch or recess	Class teacher or rostered teacher
	6. Inform community of foods that are anaphylaxis triggers and advise of plan through newsletter	Principal
Class parties	1. Advise parents of child at risk ahead of time so that they can provide suitable food	Class teacher
	2. Inform other class members' parents of trigger substances and request that these are avoided	Class teacher
	3. Request that cupcakes be supplied for all birthdays to minimise food handling and cross contamination	Principal via newsletter
	4. Parents of child at risk to provide safe food treats to be stored at school (clearly labelled) so that the child can join in with celebrations	Parents of child at risk
Rewards	1. Children only receive non-food rewards except for approved ice blocks	All school staff including volunteers
Use of food in craft/cooking/science/games etc	1. Teachers need to consider at risk students when planning classroom or excursion activities involving food and ensure foods are non-allergenic	All school staff



Special celebrations e.g. Easter, sausage sizzles, Harmony Day etc	1. Parents of child at risk should keep informed of school events involving food by reading the school newsletter and accessing the parent portal and clarifying with class teachers	Parents
	2. School events involving food are advertised ahead of time in the newsletter	Principal and school staff
Trigger food in canteen	1. Parents of children at risk should clearly label food related allergies on lunch order bags (recommend to use Sentral Student PayPlus online ordering)	
	2. Canteen manager has student allergy information	Canteen manager
	3. Canteen manager only to prepare food for children at risk	Canteen manager
	4. Canteen manager to provide nutritious non allergenic food as replacement for trigger foods	Canteen manager
	5. Use approved food handling methods to avoid cross-contamination	Canteen manager
INSECT STING ALLERGY	1. Ensure all students wears appropriate protective clothing for school activities, including shoes / socks at all times	Parents Class and rostered teachers
	2. General assistant to keep grassed areas mown and implement a regular spraying program to control clover etc	General assistant
	3. Student at risk to play in specified areas that pose lowest risk (i.e. away from areas with flowering shrubs etc	Class and rostered teachers
	4. Regular inspections of school grounds and buildings and remove wasp nests	General assistant
	5. Cordon off areas in which bees have swarmed and move students to safer playing areas and post signage	General assistant Principal
MEDICATION ALLERGY	1. Inform school community of school plan regarding administration of medications	Principal
	2. Encourage the wearing of medic alert bracelet or necklace etc where required	Parents



	3. Teaching strategies to address the dangers of sharing medications	Class teachers
LATEX ALLERGY	1. All staff administering emergency care, health procedures, toileting or first aid should consult list of students with identified risk of anaphylaxis before using protective gloves made from latex	All staff
	2. All staff should consult list of students with identified risk of anaphylaxis before using latex balloons for any class or outside of school activity	All staff
GENERAL	1. Post names, photos, specific allergies and room locations of the at risk students in the staffroom and sick bay	Principal
	2. Post the anaphylaxis action plan for the at risk students in the main office, canteen, playground bags, classroom and staffroom with parental / carer and students' permission	Principal
	3. Ensure that all staff are aware of the location of the Adrenaline auto-injector/s. If students do not carry their Adrenaline auto-injectors they are to be clearly labelled, in unlocked storage and in an insulated container when conducting school activities off site	Principal
	4. Casual staff (teaching and SAS) are provided with an Essential Information For Casual Staff form in the casual folder each time they sign on for duty at the school	Assistant Principal
	5. Ensure that all staff know how to follow the Anaphylaxis Action Plan and how to administer the Adrenaline auto-injector	Principal
	6. Parents / carers of students at risk educate their children in the self-management of their allergy including: <ul style="list-style-type: none"> • Safe and unsafe foods • Strategies for avoiding exposure to allergens 	Parents

	<ul style="list-style-type: none"> Symptoms of allergic reactions How and when to tell adults that they may be having an allergy-related problem 	
	EMERGENCY RESPONSE PLAN	
STUDENT AT RISK HAS ALLERGIC REACTION IN CLASS	1. Refer to Anaphylaxis Action Plan – general if a student, staff member or visitor has an unexpected severe allergic reaction; personal plan otherwise.	
	2. Use phone and call office reception (ext 101) and request that the Anaphylaxis Action Plan, medications prescribed and the Adrenaline auto-injector be brought to class by SAS staff, assistant principal or principal if designated First Aid officer/s not available.	
	3. Office reception calls for an intensive care ambulance on 000 stating that the student is having an anaphylactic reaction and the treatment provided to date.	
	4. Administer the medications as prescribed on the Anaphylaxis Action Plan and stay with student	
	5. Office reception contacts parent/carers	
	6. After incident investigate	
STUDENT AT RISK HAS ALLERGIC REACTION IN PLAYGROUND	1. Refer to Anaphylaxis Action Plan in playground bag	
	2. Duty teacher to advise other teacher of emergency phone office reception or proceed directly there to request that the Adrenaline auto-injector be brought to the playground by SAS staff, assistant principal or principal if designated First Aid officer not available.	
	3. Office reception calls for an intensive care ambulance on 000 stating that the student is having an anaphylactic reaction and the treatment provided to date.	



	4. Administer Epi-Pen and stay with student. Record the time that the adrenaline was given	One staff member to read action plan and other staff member to administer medication
	5. Office reception contacts parent/carers	
	6. After incident investigate	
STUDENT AT RISK HAS ALLERGIC REACTION OFF SITE eg: excursion, sport	1. Ensure the student's Anaphylaxis Action Plan and the prescribed medications (anti-histamine and the Adrenaline auto-injector), school mobile phone are carried off-site on each occasion.	
	2. Ensure first aid kit contains general use asthma puffer and adrenaline auto-injector and plan	
	3. Follow the student's Anaphylaxis Action Plan and administer the prescribed medications and remain with the student.	
	4. Teacher in charge dials 000 asking for an intensive care ambulance stating that the student is having an anaphylactic reaction and the treatment provided to date.	
	5. Teacher in charge contacts parent/carers	
	6. Teacher in charge contacts school	