

## APPENDIX 2

# Information for parents and carers of students at risk of anaphylaxis

You have identified your child as being at risk of a severe allergic reaction. Thank you for providing this information. While the main role of the school is to provide education, we want your child to be relaxed, safe and happy at school and for you to feel confident that your child is being well looked after.

The school principal and/ or delegated executive staff will work with you to prepare an individual health care plan for your child. In some circumstances the principal or their delegated executive staff may need additional support from relevant school authorities or your child's doctor to determine the best way for your child's needs to be met. If you are seeking enrolment for your child or if your child is already enrolled there may be a slight delay while arrangements are worked out.

In order to meet your child's needs the school will take the following steps.

### **STEP 1: Communicate with you and your child's doctor to collect all relevant health information**

We will need to gather information that will assist in determining how best to support your child at school. This will help in putting together an individual health care plan. This will include obtaining a current *ASCIA Action Plan for Anaphylaxis* signed and dated by your child's doctor and getting additional information from your child's doctor about:

- known allergens
- medication prescribed
- when and how medication should be administered
- other conditions that may impact on your child's ability to
  - understand the nature of their anaphylaxis
  - understand the risk that it poses
  - participate in strategies to minimise the risk of their being exposed to known allergens
  - advise a teacher promptly of this exposure if it happens at school
- other known health conditions
- any other details your doctor believes are important in managing the severe allergy at school and during activities conducted under the auspices of the school.

The school would like your permission to contact your doctor if necessary. A consent form to obtain information from your doctor is attached (Appendix 3) as well as a form for your doctor requesting information that will help in putting together the individual health care plan (Appendix 4).

While it would be preferable to obtain your consent to this information being provided please note that if your doctor works in a public health organisation we are able to collect information that relates to the safety, welfare or wellbeing of your child under Chapter 16A of the Children and Young Persons (Care and Protection) Act.

## STEP 2: Preparation of an individual health care plan

Your doctor will need to provide information about the nature of the allergy and appropriate emergency treatment, including an [ASCIA Action Plan for Anaphylaxis](#) so we can develop the individual health care plan.

This plan will include:

- details of your child's severe allergy/allergies.
- a passport sized photograph of your child.
- an ASCIA Action Plan for Anaphylaxis, signed and dated by your child's treating doctor. This sets out the emergency response to be followed if your child has an anaphylactic reaction at school or during a school related activity.
- instructions to your child about what they need to do if they come into contact with an allergen or appear to be experiencing the signs of anaphylaxis.
- changes, modification or support needed to allow your child to participate in school related activities.
- actions the school will take to minimise the risk of contact with known allergens.
- arrangements for school staff to support your child, for example, training in the management of severe allergic reactions.
- arrangements for the supply, storage and replacement of medication, including the adrenaline autoinjector.
- your contact details in case of an emergency and those of another person in the event you are unavailable.
- an arrangement for copies of the ASCIA Action Plan for Anaphylaxis, that includes your child's photograph, to be placed in appropriate places around the school. You will be consulted in relation to this.
- your signature together with that of the principal, to indicate details have been read and that you and your child have been consulted in the development of the plan. If you do not sign the plan it will still be implemented at school.

## STEP 3: Documentation and supply of prescribed medication

Any medication required by your child will require a written request to the principal or delegated executive staff, including instructions for administration. You will need to provide the appropriately labelled medication(s) to the school (e.g. EpiPen®, Anapen®, antihistamine). Advise the school also if your child wears a medical alert bracelet or necklace.

## STEP 4: Participate in annual review of the individual health care plan

The school will review your child's individual health care plan annually or at any other time where there are changes in your child's health needs, for example if they have had a severe allergic reaction, they have new medication or medical conditions, or a new ASCIA Action Plan for Anaphylaxis and adrenaline autoinjector is provided. Please let us know if there is ever a change in your child's health needs.

*School Principal* \_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date