



Scoil Oilibhéir Naofa

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Chronic Conditions Guiding Statement

Scoil Oilibhéir Naofa ensures that the whole school environment is inclusive and favourable to students with chronic conditions.

Scoil Oilibhéir Naofa understands that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies.

Scoil Oilibhéir Naofa has clear guidance on the administration and storage of medication and necessary equipment at school.

Staff understand the common chronic health conditions that affect students at this school.

Staff receive appropriate training on chronic conditions and what to do in an emergency.

Meeting the Guiding Statement

Statement A

Scoil Oilibhéir Naofa ensures that the whole school environment is inclusive and favourable to students with a chronic condition.

This includes the physical environment, as well as social, sporting and educational activities.

What we aim to achieve

EDUCATION AND LEARNING

1. Scoil Oilibhéir Naofa ensures that students with chronic conditions can participate fully in all aspects of the curriculum and does its best to provide appropriate adjustments and extra support as needed.
2. If a student is missing a lot of school time, has limited concentration or is frequently tired, all teachers at Scoil Oilibhéir Naofa understand that this may be due to a chronic condition.
3. Staff use opportunities such as social, personal and health education lessons to raise awareness of chronic conditions amongst students and to create a positive social environment.

SOCIAL INTERACTIONS

1. Scoil Oilibhéir Naofa ensures the needs of students with chronic conditions are adequately considered to ensure their involvement in structured and unstructured social activities, during breaks, before and after school.
2. Scoil Oilibhéir Naofa ensures the needs of students with chronic conditions are adequately considered to ensure they have full access to extended school activities such as clubs and school excursions.
3. Staff at Scoil Oilibhéir Naofa are aware of the potential social problems that students with chronic conditions may experience. Staff use this knowledge to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

EXERCISE AND PHYSICAL ACTIVITY

1. Scoil Oilibhéir Naofa ensures all teachers and external sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

2. Scoil Oilibhéir Naofa ensures all teachers and external sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
3. Teachers and external sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
4. Scoil Oilibhéir Naofa ensures all teachers and sports coaches are aware of the potential triggers for a student's condition(s) when exercising and how to minimise these triggers.
5. Scoil Oilibhéir Naofa ensures all students have the appropriate medication and/or food with them during physical activity and that students take them when needed.
6. Scoil Oilibhéir Naofa ensures all students with chronic conditions are actively encouraged to take part in out-of-school activities and team sports.

SCHOOL EXCURSIONS

1. Risk assessments are carried out by Scoil Oilibhéir Naofa prior to any out-of-school visit and chronic conditions are considered during this process. Factors the school considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.
2. Scoil Oilibhéir Naofa understands that there may be additional medication, equipment or other factors to consider when planning tours.

Statement B

Scoil Oilibhéir Naofa understands that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies.

Scoil Oilibhéir Naofa has a clear communication plan for staff and parents* to ensure the safety of all students with a chronic condition.

What we aim to achieve

1. All parents are informed and reminded about Scoil Oilibhéir Naofa's 'Managing Chronic Health Conditions' guidelines:
 - By including the guiding statement in the school's prospectus and communicating this to new parents
 - When their child is enrolled as a new student
 - Via the school's website
2. Parents of children with a chronic condition are informed and reminded about Scoil Oilibhéir Naofa's 'Managing Chronic Health Conditions guidelines: (The term 'parent' implies any person with parental responsibility such as foster parent, carer, guardian or local authority.)
 - At the start of the school year when communication is sent out about the Healthcare Plan
3. School staff are informed and regularly reminded about the 'Managing Chronic Health Conditions guidelines:
 - Through updates with a copy for all staff including substitute/temporary teachers and coaches
 - At scheduled chronic conditions training sessions
 - Through key principles of the school guidelines being displayed in several prominent staff areas at school
 - Through school-wide communication about results of the monitoring and evaluation of the guidelines
4. Students are informed and regularly reminded about the 'Managing Chronic Health Conditions' guidelines in social, personal and health education (SPHE) classes.

5. The responsibilities of school staff and parents of students with a chronic condition are set out in a written format and clearly understood by all parties in the Healthcare Plan and Emergency Plan for each condition.

6. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at this school.

7. The responsible member of staff follows up with the parents on any further details on a student's Healthcare Plan required, or if permission for administration of medication is unclear or incomplete.

ONGOING COMMUNICATION AND REVIEW OF HEALTHCARE PLANS

1. Parents of students at Scoil Oilibhéir Naofa are regularly reminded to update their child's Healthcare Plan with changes to things such as their symptoms (getting better or worse) or their medication.

2. Staff at Scoil Oilibhéir Naofa use opportunities such as teacher–parent meetings to check that information held by the school on a student's condition is accurate and up to date.

3. All students with a Healthcare Plan at Scoil Oilibhéir Naofa have their plan routinely discussed and reviewed at least once a year.

STORAGE AND ACCESS TO HEALTHCARE PLANS

1. Parents of students at Scoil Oilibhéir Naofa are provided with a copy of the student's current agreed Healthcare Plan.

2. Healthcare Plans are kept in a secure central location at school.

3. All members of staff who work with students have access to the Healthcare Plans of students in their care.

4. The school ensures that substitute/temporary teachers are made aware of (and have access to) the Healthcare Plans of students in their care.

5. Scoil Oilibhéir Naofa ensures that all staff protect student confidentiality.

6. Scoil Oilibhéir Naofa seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

USE OF HEALTHCARE PLANS

Healthcare Plans are used by Scoil Oilibhéir Naofa to:

- Inform the appropriate staff and substitute/temporary teachers about the individual needs of a student with a chronic condition in their care
- Remind students with chronic conditions to take their medication when they need to and if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for students with chronic conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.

Statement C

Scoil Oilibhéir Naofa has clear guidance on the administration and storage of medication and necessary equipment at school.

Scoil Oilibhéir Naofa understands the importance of medication being taken as prescribed and the need for safe storage of medication at school.

What we aim to achieve

ADMINISTRATION – EMERGENCY MEDICATION

1. All students at Scoil Oilibhéir Naofa with chronic conditions have access to their emergency medication at all times.
2. Scoil Oilibhéir Naofa understands the importance of medication being taken as prescribed.
3. Staff are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication. However, any teacher who is willing and confident to administer medication to a student can do so under controlled guidelines. This teacher will need to have the permission of the Board of Management, have the written approval of parents and be fully trained in procedures.
4. Parents of students at Scoil Oilibhéir Naofa understand that if their child's medication changes or is discontinued, they should notify the school immediately in writing to update their child's Healthcare Plan. The school confirms the changes are incorporated into the plan.
5. Staff or other parents attending tours/off site activities are made aware of any students with chronic conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
6. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

SAFE STORAGE – EMERGENCY MEDICATION

1. Emergency medication is readily available at all times during the school day or at off-site activities.
2. Staff members know where emergency medication is stored.
3. Where healthcare professionals and parents advise the school that the student is not yet able or old enough to self manage and carry their own emergency medication, this student's teacher knows exactly where and how to access their emergency medication.
4. Staff ensures that medication is only accessible to those for whom it is prescribed.

SAFE STORAGE – GENERAL

1. There is an identified member of staff who ensures the correct storage of medication at school.
2. At the beginning of each term, the identified member of staff checks the expiry dates for all medication stored at school. This is the responsibility of the parent as well.
3. The identified member of staff, along with the parents of students with chronic conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
4. Medication is stored in accordance with instructions, paying particular note to temperature.
5. Some medication for students at Scoil Oilibhéir Naofa may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled with the student's name.
6. All medication should be collected by parents at the end of the each term. Medication is not stored at school during holiday periods.
7. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each new term.

SAFE DISPOSAL

1. Parents at Scoil Oilibhéir Naofa are asked to ensure that an adult collects out-of-date medication.
2. Sharps boxes are used for the disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). Parents must provide the school with a sharps box. All sharps boxes in Scoil Oilibhéir Naofa are stored in a safe place and this can be a locked cupboard when not in use unless alternative safe and secure arrangements are put in place on a case-by-case basis.
3. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and returns it to school or the student's parents.
4. Collection and disposal of sharps boxes is arranged by the parents.
5. Used Adrenalin auto injectors (Anapens) must be given to the ambulance crew.

Statement D

Staff understand the common chronic health conditions that affect students at Scoil Oilibhéir Naofa. Staff receive appropriate training on chronic conditions and what to do in an emergency.

What we aim to achieve

1. All staff at Scoil Oilibhéir Naofa are aware of the most common chronic conditions.
2. Staff at Scoil Oilibhéir Naofa understand their duty of care to students in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent and look to implement the relevant Emergency Plan.
3. The staff who work with students who have a chronic condition at Scoil Oilibhéir Naofa receive training and know what to do in an emergency by following the school's Emergency Plan for each condition.
4. Action for staff to take in an emergency for the most common conditions at this school is displayed in prominent locations for all staff.
5. Scoil Oilibhéir Naofa regularly holds training on common chronic conditions. A log of the managing chronic conditions training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
6. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff that have completed the relevant training and records the date when retraining is necessary.

Local authorities, schools and Boards of Management are responsible for the health and safety of students in their care.

Pieces of legislation that directly affect managing chronic health conditions guidelines are 'The Disability Act 2005' and 'Education for Persons with Special Educational Needs Act 2004' (EPSEN). These acts make it unlawful for service providers, including schools, to discriminate against people with disabilities. Other relevant legislation include the 'Education Act 1998', 'The Safety, Health and Welfare at Work Act 1989' and the 'Irish Medicines Board Act 2006'.

Additional guidance; Child Protection Guidelines and Procedures. For primary schools, the revised guidelines are based on Children First, which is the title of the overarching national guidelines for all institutions published by the Department of Education.

Also see

- Healthy Eating Programme
- The National Children's Strategy 2000
- Misuse of Drugs Act 2009
- Equal Status Acts 2000-2008
- Children Act 2001

The following forms are available to help our school to implement Managing Chronic Health Conditions guidelines.

Form 1: Template letter

Template letter to accompany Healthcare Plans when they are sent to parents of students with chronic conditions.

Form 2: Healthcare Plan

Healthcare Plans recording important details about individual student's medical needs, their triggers, signs, symptoms, medication and other treatments.

Our school requests that all parents of students with a chronic condition complete a plan

- ❖ at the beginning of each school year,
- ❖ when they enrol or
- ❖ when the student is diagnosed with a condition.

Plans should be updated every year and whenever an individual student's condition or medical needs change.

Parents, students and the student's healthcare professional will be asked to fill out the relevant parts of an individual student's Healthcare Plan. Parents can then return these completed forms to the school.

Form 3: Emergency Medication Provision School Record

We keep a record of each time emergency medication is administered to a student by a member of staff or when staff supervise a student self administering their medication. If a student refuses to have medication administered, this can also be recorded on this form along with the action taken.

Form 4: Staff Training Record- Administration of Medication

We record the details of staff who have received training for administering medication to students, where specific training is required and the date for retraining.

Managing Asthma at School

THE FIVE MINUTE RULE contains the recommended steps to follow if a child has an asthma attack. Sample Asthma Emergency Plan p. 31 Managing chronic Health Conditions in school.

The Board of Management have responsibility to:

- Promote a supportive learning environment for students with asthma
- Develop school guidelines for asthma management during school and school outings
- Meet annually with the school team to arrange and attend a meeting with the student, family, teacher(s) and other staff members who have primary responsibility for the student before the school year starts or when the student is newly diagnosed to discuss related services to meet student needs
- Identify all staff members who have responsibility for the student with asthma
- Delegate a staff member to maintain the school chronic conditions register
- Arrange for asthma management training for staff members with responsibility for students with asthma
- Alert all school-related staff members who teach or supervise a student with asthma. Ensure that they are familiar with emergency procedures. This includes substitute personnel.
- Include asthma awareness as part of health education
- Learn about asthma and be able to recognise the symptoms of and how to respond to an asthma attack (5 Minute Rule)
- Support and implement the Emergency Asthma Plan (5 Minute Rule) agreed by the school and the student's parents
- Support and implement the plan agreed for storage of asthma medication

The teachers have responsibility to:

- Participate in the school meeting with the parent(s) and the principal. The teacher(s) who have the main responsibility for the student should participate in the meeting(s)
- Be prepared to recognise the triggers, respond to the signs and symptoms of an asthma attack and know what to do in an emergency (5 Minute Rule)
- Maintain effective communication with parents including informing them if their child has become unwell at school
- Provide a supportive environment for the student to manage their asthma effectively and safely at school. This may include avoiding triggers and taking their inhaler medication when required
- Learn about asthma by reviewing the material contained in this guide (pg. 33-48) and attend asthma management training if necessary
- Treat the student with asthma the same as other students except when meeting medical needs
- Provide alternative options for unplanned vigorous physical activity and ensure that students with asthma warm up and pre-medicate as necessary
- Ensure that the inhaler and spacer device is stored in a safe place in the classroom and available to the student in the event of an asthma attack. This inhaler and spacer will be provided by the parent
- Ensure that the student with asthma has the appropriate medication with them during any exercise and are allowed to take it when needed

The parents/guardians of a student with asthma have responsibility to:

Inform the school principal and their child's teacher that their child has asthma
Attend and participate in the school meeting and provide specific information about their child's asthma including medication, spacer devices and the 5 Minute Rule – the Emergency Plan outlining what to do in asthma attack
Provide accurate emergency contact details and an up-to-date Healthcare Plan for their child
Inform school staff of any changes in their child's health status
Provide the school with the necessary equipment to treat an asthma attack: inhaler medications, spacer devices, 5 Minute Rule poster or asthma attack cards (available from the Asthma Society of Ireland)
Ensure their child's inhalers and spacers are labelled with their child's full name.
Ensure all necessary asthma medication is within the expiry date

Managing Diabetes at School**The Board of Management have responsibility to:**

- Promote a supportive learning environment for students with diabetes
- Develop school guidelines for diabetes management during school and school outings
- Allocate sufficient resources to supervise students with diabetes
- Designate a member of staff to maintain the school chronic conditions register
- Arrange and attend meetings with the student (if appropriate), family, teacher(s), and other staff members who have primary responsibility for the student. This should take place at the start of the school year or when the student is newly diagnosed. Discuss related services to meet the student needs
- Identify all staff members who have responsibility for the student with diabetes
- Ensure substitute personnel are aware of the needs of a student with diabetes and the Diabetes Emergency Plan
- Arrange for diabetes management training for staff members with responsibility for students with diabetes
- Alert all school related staff members who teach or supervise a student with diabetes. Ensure that they are familiar with emergency procedures
- Support and implement the plan agreed for storage of diabetes medication and provide a place with privacy if necessary for the student to administer insulin
- Delegate a staff member(SNA supporting the child) to regularly check the expiry date of diabetes medicines kept at school
- Include diabetes awareness as part of health education
- Support and facilitate ongoing communication between parents/guardians of students with diabetes and school staff

- Have sufficient knowledge of diabetes to make informed decisions regarding the safety of students
- Support and implement the Healthcare Plan and Emergency Diabetes Plan agreed by the school and the student's parents

The teachers have responsibility to:

- Participate in the school meeting with the parent(s) and all relevant staff
- Work with the school team and the parents to develop a written Healthcare Plan including a specific Diabetes Emergency Plan for the student
- Be prepared to recognise the triggers, respond to the signs and symptoms of hypoglycaemia and hyperglycaemia and know what to do in an emergency
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Provide a supportive environment for the student to manage their diabetes effectively and safely at school. This may include unrestricted access to the bathroom, drinking water, snacks, blood glucose monitoring and taking insulin
- Treat the student with diabetes the same as other students except when meeting medical needs
- Ensure the *hypo kit is stored in a safe place in the classroom and available to the student in the event of hypoglycaemia. This hypo kit will be provided by the parent
- Ensure that the student with diabetes has the appropriate medication or food with them during any exercise and are allowed to take it when needed. This also includes blood glucose monitoring when needed during the school day
- Provide alternative options for unplanned vigorous physical activity
- Ensure that the student has the right to privacy when injecting insulin, adequate time for blood glucose testing and eating snacks/meals if needed
- Check expiry date on medication regularly
- Provide information for substitute teachers that communicate the day-to-day needs of the student with diabetes and the Diabetes Emergency Plan
- Learn about managing diabetes at school by reviewing the diabetes section part B (PG 56-70) of this resource pack
- Attend diabetes management training if deemed necessary

* Hypo kit example- contains blood glucose meter, testing strips, finger pricking device with lancets, Lucozade, glucose sweets, cereal bar, biscuits, Glucogel and Glucagon injection.

The parents/guardians of a student with diabetes have responsibility to:

- Inform the Board of Management, school principal and the teacher that their child has diabetes
- Attend and participate in the school meeting to develop a written Healthcare Plan to meet their child's needs
- Provide accurate emergency contact details and develop a Diabetes Emergency plan for their child
- Inform school staff of any changes in their child's health status
- Provide the school with the necessary equipment such as a hypo kit* and replenish supplies as needed
- Ensure their child's insulin and glucose meter are labelled with the child's full name.
- Ensure insulin and all necessary equipment is within the expiry date
- Provide the school with appropriate spare medication labelled with their child's name
- Bring medication home from school on the last day of each term and return it to the school on the first day of each new term
- Provide Information about their child's meal/ snack schedule which should be tailored if possible to fit into the daily school timetable
- Provide the school with appropriate treats for their child for special events such as parties

* Hypo kit example - contains blood glucose meter, testing strips, finger pricking device with lancets, Lucozade, glucose sweets, cereal bar, biscuits, Glucogel and Glucagon injection.

Managing Epilepsy at School

The Board of Management have responsibility to:

- Promote a supportive learning environment for students with epilepsy. This includes understanding of the potential cognitive impacts of epilepsy and its treatment on learning. Also, it includes extending support to the student to minimise disruption to learning from the seizures and from missed schooling
- Develop school guidelines for epilepsy management during school and school outings
- Allocate sufficient resources to manage students with epilepsy
- Meet annually with the school team to arrange and attend a meeting with the student, family, teacher(s) and other staff members who have primary responsibility for the student
- Identify all staff members who have responsibility for the student with epilepsy
- Delegate a staff member (SNS assigned) to ensure medication is stored safely, check the expiry date of epilepsy medicines kept at school and maintain the school chronic conditions register
- Allow adequate time for epilepsy management training for staff with responsibility for students with epilepsy
- Alert all school-related staff members who teach or supervise a student with epilepsy. Ensure that they, including the bus driver and substitute personnel are familiar with emergency procedures
- Include epilepsy awareness as part of health education
- Support and implement the Emergency Epilepsy Plan agreed by the school and the student's parents
- Advise the student and their parents of the Reasonable Accommodations provision in State examinations and of the arrangements in the event of seizures during in-house examinations

The teachers have responsibility to:

- Participate in the school meeting with the parent(s) and the principal. The teacher(s) who have the main responsibility for the student should participate in the meeting(s)
- Work with the school team and the parents to develop a written Healthcare plan including the Epilepsy Emergency Plan specific for the student
- Be prepared to recognize the triggers, signs and symptoms of seizures and know what to do in an emergency
- Maintain effective communication with parents including informing them if their child has become unwell at school
- Provide a supportive environment for the student to manage their epilepsy effectively and safely at school
- Provide alternative options for vigorous physical activity
- Promote inclusion of the student with epilepsy in all school activities that are appropriate and safe to participate in, including sports, extracurricular activities and school trips in accordance with the guidance of the student's medical team
- Ensure that emergency medication such as buccal midazolam is stored in a safe place in the school and readily available in the event of a seizure
- Ensure that the student has the right to privacy when recovering from a seizure if this is needed. However the student should be checked on at regular intervals
- Provide information for substitute teachers that communicates the day-to-day needs of the student with epilepsy and the Epilepsy Emergency Plan
- Attend Epilepsy management training if deemed necessary
- Be aware of the potential impact of seizures and medication on a student's memory and overall school performance

The parents/guardians of a student with epilepsy have responsibility to:

- Inform the school principal and their child's teacher that their child has epilepsy
- Attend and participate in the school meetings and provide specific information about their child's epilepsy including seizure type, pattern, triggers, management and drug regime
- Provide accurate emergency contact details and an up-to-date Healthcare Plan and Emergency Plan for their child including details of the GP, and local A&E service and conditions under which an ambulance is to be called
- Inform school staff of any changes in their child's health status
- Provide the school with the necessary information and emergency medication to meet the student's needs within school. Replenish supplies of emergency medication as needed.

- A ventilated pillow may be supplied in the case of a student who may need to sleep after a seizure
- Ensure their child's medication and any spare medication provided is labelled with their full name and is within the expiry date
- Provide information about their child's triggers which are relevant to the daily schedule e.g. impact of skipped meals. These can be tailored to fit into the daily school timetable
- Agree that the student with epilepsy will take part in all school activities, e.g. swimming, outings and extracurricular activities that are safe and appropriate for them to do. If there are concerns as to safety of a specific activity it is best to be guided by the student's neurology team
- Where the student is on a special diet for epilepsy such as the Ketogenic or Modified Atkins/Low GI Diet, provide the school with appropriate treats for their child for special events such as parties

Managing Anaphylaxis at School

The Board of Management have responsibility to:

- Promote a supportive learning environment for students with severe allergies
- Develop school guidelines for allergy management during school and school outings
- Ensure students at risk of anaphylaxis are identified during the registration process
- Delegate a staff member to maintain the school chronic conditions register
- Arrange and attend meetings with the student (if appropriate), family, teacher(s) and other staff members who have primary responsibility for the student. This should take place at the start of the school year or when the student is newly diagnosed. Discuss related services to meet the student needs and complete a Healthcare Plan including the student's Emergency plan
- Identify all staff members who have responsibility for the student with severe allergies
- Ensure substitute personnel are aware of the needs and emergency procedures for students with severe allergies
- Arrange anaphylaxis training for staff members who are in contact with students who have severe allergies
- Ensure staff members are aware of and recognise students with life threatening allergies and are familiar with emergency procedures
- Designate a location where emergency medication is to be stored. The best place to keep medication is with the student. Adrenaline must always be easily accessible
- Inform staff where emergency medication is stored
- Include allergy awareness as part of health education
- Support and facilitate ongoing communication between parents/guardians of students with allergies and school staff
- Support the Healthcare Plan agreed by the school and the student's parents
- Develop and implement a health and safety policy to reduce exposure to allergens which may cause anaphylaxis in the student

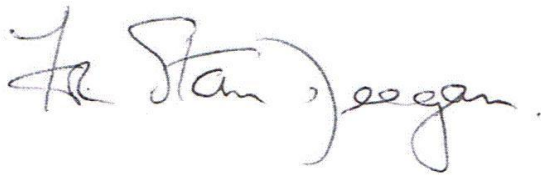
The teachers have responsibility to:

- Participate in the school meeting with the parent(s) and the relevant staff
- Work with the school team and the parents to develop a written Healthcare Plan including the Anaphylaxis Emergency Plan specific for the student
- Attend anaphylaxis management training. Be prepared to recognize and respond to the signs and symptoms of anaphylaxis and know what to do in an emergency
- Maintain effective communication with parents including informing them if their child has become unwell at school
- Provide a supportive environment for the student to manage their allergy effectively and safely at school
- Be aware of allergic triggers that may cause a student to experience an anaphylactic reaction and minimise the risk for the student by reviewing class activities, supplies and materials to ensure they are allergen free
- Treat the student with allergies the same as other students
- Discourage students from sharing lunches or trading snacks
- Reinforce hand washing before and after eating
- Provide alternative options for edible treats
- Discuss activities involving food with parents before they take place

- Provide information for substitute teachers that communicate the day-to-day needs of the student with allergies and the Anaphylaxis Emergency Plan
- Ensure the student's emergency medical kit and a mobile phone is taken on all outings and trips off the school premises
- Review the materials in the Anaphylaxis section of these guidelines to learn more about severe allergies and anaphylaxis

The parents/guardians of a student with severe allergies have responsibility to:

- Inform the Board of Management, the school principal and their child's teacher that their child has a severe allergy as soon as possible
- Attend and participate in the school meeting to develop a written Healthcare Plan to meet their child's healthcare needs
- Provide accurate emergency contact details and develop an Anaphylaxis Emergency Plan for their child
- Inform school staff of any changes in their child's health management needs
- Provide the school with a labelled emergency medical kit containing two auto injectors and the Emergency Plan including contact numbers. The kit may also contain antihistamine, asthma inhalers and other medications as prescribed
- Bring this medication home from school on the last day of each term and return it to the school on the first day of each new term
- Ensure medication has not exceeded the expiry date
- Ensure with their doctor, that the Anapen dose prescribed is adequate. The dose usually increases from .15mg (junior Anapen) to .3mg (adult Anapen) at around 8-10 years of age
- Provide the teacher with safe treats/snacks as an alternative during class parties and other activities involving food
- Educate the student to wash their hands before eating



Chairperson Board of Management