



# *Cranbourne East Primary School*

## *Anaphylaxis Management Policy*

### **School Statement**

Cranbourne East Primary School will comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time for the management of Anaphylaxis.

### **Individual Anaphylaxis Management Plans**

The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and where possible before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner),
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School,
- the name of the person(s) responsible for implementing the strategies,
- information on where the student's medication will be stored,
- the student's emergency contact details, and
- an ASCIA Action Plan.

School Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:

- annually,
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes,
- as soon as practicable after the student has an anaphylactic reaction at School, and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects, cultural days, fetes, incursions).

**It is the responsibility of the Parents to:**

- provide the ASCIA Action Plan,
- inform the School in writing if their child’s medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan,
- provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed, and
- provide the School with one Adrenaline Autoinjector that is current and not expired for their child for school use and an additional Adrenaline Auto injector for camps and excursions,
- record the expiry date of medications placed at school and ensure the timely replacement of expired medications/Adrenaline Auto injector,
- inform the school office in writing of any changes to their child’s emergency contact details, and
- participate in Student Anaphylaxis Management Plan review eg. when there is a change to their child’s medical condition or at annual review.

**Prevention Strategies**

Cranbourne East Primary School will put in place Risk Minimisation and Prevention Strategies for all relevant in-school and out-of-school settings, which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes),
- between classes and other breaks,
- in the canteen,
- during recess and lunchtimes,
- before and after school, and
- special events including visiting performances, sports, cultural days, fetes or class parties, excursions and camps.

Classrooms	
1.	Keep a copy of the student's Individual Anaphylaxis Management Plan in the classroom. Ensure the ASCIA Action Plan is easily accessible even if the Adrenaline Auto injector is kept in another location.
2.	Teachers to know student/s in their class or classes who are at risk and be familiar with their individual management plans and have up to date training in Anaphylaxis management.
3.	No food is to be brought to school to celebrate birthdays or other events.
4.	Never give food from outside sources to a student.

5.	During special events there may be occasions where the class teacher will purchase foods. In this situation a letter informing parents of the foods provided and the contents of the foods will be given. Parent consent will be requested for their child to participate.
6.	Explain and enforce the Cranbourne East Primary school 'We support a nut free environment' to students, therefore foods containing nuts or with traces of nuts or warnings must not be brought into the school.
7.	Be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (eg. egg or milk cartons, empty peanut butter jars).
8.	Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.
9.	The home group teacher has regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
10.	The home group team will inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Auto injector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident eg. seeking a trained staff member.
11.	Be careful of the risk of cross contamination when preparing, handling and displaying food.

## Canteens

1.	<p>Canteen staff (whether internal or external) should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc. Refer to:</p> <ul style="list-style-type: none"> <li>• 'Safe Food Handling' in the School Policy and Advisory Guide, available at: <a href="http://www.education.vic.gov.au/school/principals/spag/governance/pages/food_handling.aspx">http://www.education.vic.gov.au/school/principals/spag/governance/pages/food_handling.aspx</a></li> <li>• Helpful resources for food services: <a href="http://www.allergyfacts.org.au/component/virtuemart/">http://www.allergyfacts.org.au/component/virtuemart/</a></li> </ul>
2.	Canteen staff, including volunteers, will be briefed about students at risk of anaphylaxis and, where the Principal determines in accordance with clause 12.1.2 of the Order, have up to date training in an Anaphylaxis Management Training Course as soon as practical after a student enrolls.
3.	Display the student's name and photo in the canteen as a reminder to School Staff.

4. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
5. Canteens should provide a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a 'may contain...'
6. Make sure that tables and surfaces are wiped down with warm soapy water regularly.
7. A 'no-sharing' with the students with food allergy approach is recommended for food, utensils and food containers. Cranbourne East Primary School supports a nut free environment.
8. Be wary of contamination of other foods when preparing, handling or displaying food eg. a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk of anaphylaxis from cow's milk products or peanuts.

Yard	
1.	If Cranbourne East Primary School has a student at risk of anaphylaxis, sufficient staff on yard duty are trained in the administration of the Adrenaline Auto injector (i.e. EpiPen®/ Anapen®) to be able to respond quickly to an anaphylactic reaction if needed.
2.	The Adrenaline Auto injector and each student's Individual Anaphylaxis Management Plan are easily accessible from the yard, and staff are aware of their exact location.
3.	A Communication Plan is in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard. Yard duty staff carry mobile phones and emergency cards in yard-duty bags. All staff on yard duty are aware of the School's Emergency Response Procedures and how to notify the general office/first aid team of an anaphylactic reaction in the yard.
4.	Yard duty staff are able to identify, by face, those students at risk of anaphylaxis.
5.	Students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants. School Staff will liaise with Parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors.
6.	Keep lawns and clover mowed and outdoor bins covered.
7.	Students should keep drinks and food covered while outdoors.

### Special events (eg. sporting events, visiting performances, class parties etc.)

1. If Cranbourne East Primary School has a student at risk of anaphylaxis sufficient school staff supervising the special event are trained in the administration of an Adrenaline Auto injector to be able to respond quickly to an anaphylactic reaction if required.
2. School Staff do not use food in activities or games, including as rewards.
3. For special occasions, School Staff will consult parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.
4. Parents of other students will be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at School or at a special School event.
5. Party balloons will not be used if any student is allergic to latex.

### Out-of-school settings

#### Field trips/excursions/sporting events

1. If a Cranbourne East Primary School has a student at risk of anaphylaxis, sufficient School Staff supervising the special event are trained in the administration of an Adrenaline Auto injector and are able to respond quickly to an anaphylactic reaction if required.
2. A School Staff member or team of School Staff trained in the recognition of anaphylaxis and the administration of the Adrenaline Auto injector will accompany any student at risk of anaphylaxis on field trips or excursions.
3. School Staff will not use food in activities or games, including as rewards.
4. The Adrenaline Auto injector and a copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis is easily accessible and School Staff are aware of their exact location.
5. For each field trip, excursion etc, a risk assessment will be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.  
All School Staff members present during the field trip or excursion will be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
6. The School will consult parents of anaphylactic students in advance to discuss issues that may arise, to develop an alternative food menu, or request the parents provide a meal (if required).

7. Parents may wish to accompany their child on field trips and/or excursions etc. This should be discussed with parents as another strategy for supporting the student who is at risk of anaphylaxis.
8. Prior to the excursion taking place School Staff will consult with the student's parents and Medical Practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.

### Camps and remote settings

1. Prior to engaging a camp owner/operator's services the School will make enquiries as to whether it can provide food that is safe for anaphylactic students.
2. The camp cook should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
3. Cranbourne East Primary School will not sign any written disclaimer from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Schools have a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
4. Cranbourne East Primary School will conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This should be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
5. School Staff should consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur.
6. If the School has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it should also consider alternative means for providing food for those students.
7. Use of substances containing allergens will be avoided where possible.
8. Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts. This will be a discussion point during initial planning.
9. The student's Adrenaline Auto injector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone will be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be considered, eg. A satellite phone.

10.	Prior to the camp taking place the First Aider Officer will consult with the student's Parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
11.	School Staff participating in the camp will be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all School Staff participating in the camp are clear about their roles and responsibilities.
12.	Contact local emergency services and hospitals well prior to the camp. Advise full medical conditions of students at risk, location of camp and location of any off camp activities. Ensure contact details of emergency services are distributed to all School Staff as part of the emergency response procedures developed for the camp.
13.	Cranbourne East Primary School will take an Adrenaline Auto injector for General Use on a school camp, even if there is no student at risk of anaphylaxis, as a back up device in the event of an emergency.
14.	Cranbourne East Primary School has purchased an Adrenaline Auto injector for General Use to be kept in the first aid kit and including this as part of the Emergency Response Procedures.
15.	The Adrenaline Auto injector will remain with a designated person/area as close to the student as possible and School Staff will be aware of its location at all times.
16.	The Adrenaline Auto injector will be carried in the school first aid kit.
17.	Students with anaphylactic responses to insects will be advised to always wear closed shoes and long-sleeved garments when outdoors and will be encouraged to stay away from water or flowering plants.
18.	Cooking and art and craft games should not involve the use of known allergens.
19.	Consider the potential exposure to allergens when consuming food on buses and in cabins.

When a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care or supervision of the School outside of normal class activities, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School, the Principal will ensure that there are a sufficient number of School Staff present who have been trained in accordance with Chapter 12, Ministerial Order No 706.

In the event of an anaphylactic reaction, the Emergency Response Procedures in this policy must be followed, together with the School's general first aid and emergency response procedures and the student's ASCIA Action Plan.

### **School Management and Emergency Response Procedures:**

A complete and up to date list and photo of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction is located:

- in the sick bay, displayed on the front of the first aid cabinet,
- attached to yard duty pouches, identifying all anaphylaxis students,
- included in red CRT folders in each learning neighbourhood, specialist area and canteen,
- in the staff room, displayed on the notice board, and
- in the canteen, displayed on the notice board

### **Individual Anaphylaxis Management Plans are located:**

- in the school office 'medical' filing cabinet, and
- attached to each student's enrolment record.

### **Student ASCIA Action Plans are displayed/stored:**

- in the sick bay, displayed on the front of the first aid cabinet ,
- in the student's Adrenaline Auotinjector container located on top of the first aid cabinet,
- in the student's learning neighbourhood, displayed on the wall,
- in the staffroom, displayed on the notice board,
- in the canteen, displayed on the notice board,
- at Before and After School Care (Camp Australia), displayed on wall near sink, and
- A copy of Individual ASCIA Action Plans are attached to each student' enrolment record.

### **Adrenaline Autoinjectors (EpiPen)**

Adrenaline Autoinjectors of children identified by Individual ASCIA Action Plans are kept in individual containers that are clearly labelled. The containers are kept in the sick bay on a clearly identified cupboard. The sick bay room temperature will be monitored in accordance with Adrenaline Autoinjectors requirements.

An Adrenaline Auto injector is carried by school staff on excursions, outings and camps for each student with an Individual ASCIA Action Plan and the Adrenaline Auto injector is accessible to the adult who is responsible for or accompanying the child during the activity.

### **Adrenaline Autoinjectors for General Use:**

**The Principal will purchase Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.**

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis,
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis,
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including
- in the school yard, and at excursions, camps and special events conducted or organised by the School, and



- the Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and will be replaced at the School's expense, either at the time of use or expiry, whichever is first.

**Communication Plan – Staff:**

Staff are briefed once a semester:

- school's anaphylaxis management policy,
- the causes, symptoms and treatment of anaphylaxis,
- the identities of students diagnosed at risk of anaphylaxis and where their medication is stored,
- how to use an Adrenalin Auto injector,
- the school's first aid procedures for a student having an anaphylaxis reaction in the classroom, the school yard, excursions and camps, and
- where Adrenalin Autoinjectors/Medication is stored.
- **DO NOT** administer another child's Adrenaline Auto injector to a student unless authorised by an ambulance officer (000).

New staff are briefed during Induction on the Anaphylaxis Management Policy.

- Teachers must explain and enforce the Cranbourne East Primary School 'We support a nut free environment' to students, therefore foods containing nuts or with traces of nuts or warnings must not be brought into the school.
- The First Aid Coordinator updates school first aid records in accordance with ASCIA's provided annually or in the instance of a condition change or a reaction occurs.

**Casual Relief Teachers (CRT's):**

CRT's are provided with a memo when signing in alerting them to check CRT folders for anaphylaxis students and to support a Nut Free Environment. CRT folders are located in all classrooms. The folder contains information on the procedures for dealing with an anaphylactic reaction within a classroom and in the school yard.

**Student Awareness:**

<b>Always take food allergies seriously – severe allergies are no joke.</b>
<b>You must not share food at any time</b>
<b>Know what your friends are allergic to</b>
<b>If a school friend becomes sick, get help immediately even if the friend does not want to</b>
<b>Wash your hands after eating</b>
<b>We support a nut free environment therefore foods containing nuts or with traces of nuts or warnings must not be brought into the school</b>

**Volunteers:**

Volunteers will be briefed by the Home Group teacher as to which students are Anaphylactic and shown where the students ASCIA's plans are located.

**Parents:**

- Student enrolment packs include Anaphylaxis information,
- No food is to be brought into school to celebrate birthdays or other events,
- During special events there may be occasions where the class teacher will purchase foods. In this situation a letter informing parents of the foods provided and the contents of the foods will be given. Parent consent will be requested for their child to participate,
- Cranbourne East Primary School supports a nut free environment, therefore foods containing nuts or with traces of nuts or warnings must not be brought into school,
- Parents must not give food treats to children in the school grounds,
- Parents may consider providing alternatives such as donating a board game or book to the class or stickers, pencils etc. to celebrate birthdays.
- Anaphylaxis information will be included in the school newsletter,
- Anaphylaxis information will be on the Cranbourne East Primary School Website: [www.cranbourneestps.vic.edu.au](http://www.cranbourneestps.vic.edu.au)

**Classroom Procedures Anaphylaxis Reaction:**

Step 1: Identify Student. Do not move student.

Step 2: Phone office on closest learning area phone - Ext **400, 401, and 402**. Alert staff to the situation and provide the student's name. Remaining teachers are to remove other students from the area.

Step 3: Stay with student and keep student calm.

Step 4: Office staff will locate student's Epipen, ASCIA plan and phone. Two First Aiders will be dispatched promptly and go directly to anaphylactic student with student's Epipen, school's spare Epipen, ASCIA, phone, and will follow ASCIA plan.

Step 5: Remaining office staff will ring ambulance and alert Mr Rolfe/ Mrs Woodbridge/Mrs Wrigley and Mrs Jones to the situation. Faye Hanks is to phone student's parents.

Step 6: Mr Rolfe/ Mrs Woodbridge/Mrs Wrigley and Mrs Jones will make necessary arrangements for other students in the learning area.

Step 7: Follow ASCIA Plan.

**School Yard Procedures Anaphylaxis Reaction:**

Step 1: Yard duty teacher to identify student –either ask them their name or identify from yard duty pouch photo alerts. Phone the administration office **IMMEDIATELY** using speed dial on the yard duty phone. Provide student's name and location (zone).

Step 2: Teacher to stay with anaphylactic student in the yard. Keep student calm. Do not move child unless in danger.

Step 3: Office staff will locate student's Epipen, ASCIA plan and mobile phone. Two First Aiders will be dispatched promptly and go directly to anaphylactic student with student's Epipen, ASCIA, mobile phone and school's spare Epipen. The Epipen will be administered in accordance with the ASCIA.

Step 4: Office staff will ring ambulance 000 and alert Mr Rolfe/ Mrs Woodbridge/ Mrs Wrigley and Mrs Jones to the situation. Faye Hanks will phone the student's parents.

Step 5: Mr Rolfe/ Mrs Woodbridge /Mrs Wrigley and Mrs Jones will make necessary arrangements for other students in yard.

### **Excursions, School Camps and Special Events Procedures Anaphylaxis Reaction**

In the event of a student having an Anaphylaxis reaction, staff will follow the student's ASCIA (Australasian Society of Clinical Immunology and Allergy) Plan.

#### **Excursions, School Camps and Special Events – Procedures:**

##### **Excursions:**

Step 1: The First Aid Officer will identify any anaphylaxis students attending the excursion. The First aid officer will email teacher 3 weeks prior to excursion.

Step 2: First aid Officer to contact parent 2 weeks prior to excursion and arrange for a spare adrenaline Autoinjectors to be sent to school on the day of excursion.

Step 3: Teacher to complete and submit an 'Excursion Anaphylaxis Emergency Management Plan' proforma 2 weeks prior to excursion. Principal authorisation required. The First Aid Officer will scan an electronic copy and forward hard copy to teacher.

Step 4: The First Aid Officer will arrange for a labelled insulated pack for school adrenaline Autoinjectors. The labelled pack will contain a student photo/name and contain a copy of the current ASCIA plan.

Step 5: The teacher must sign out and collect the student's school adrenaline Autoinjectors just prior to departure in the medication removal register. The adrenaline Autoinjectors must be signed in, immediately on return from the excursion.

Step 6: The spare adrenaline Autoinjectors from home needs to signed in/out by the parent prior to departure. The spare adrenaline Autoinjectors will be placed inside the insulated pack along with the school adrenaline Autoinjectors.

##### **School Camps - Procedures:**

Step 1: First aid officer to identify anaphylaxis student attending camp 3 weeks prior to camp and email teacher.

Step 2: First aid officer to contact parent 2 week prior to camp requesting an additional adrenaline Autoinjectors to be sent to camp.

Step 3: The camp first aid coordinator must develop/submit a copy of a Camp Anaphylaxis Emergency Management Plan 3 weeks prior to camp. One copy to the First Aid Officer/one copy to the Principal.

Step 4: The First Aid Officer will contact parents 3 weeks prior to Camp outlining Camp Emergency Management Plan. If there is any parent concerns the First Aid Officer will inform the First Aid Officer in charge of camp.

Step 5: The First Aid Officer will arrange for a labelled insulated pack for school adrenaline Autoinjectors. The labelled pack will contain a student photo/name and contain a copy of the current ASCIA plan.

Step 6: The teacher must sign in/out the school adrenaline Autoinjectors just prior to camp in the medication removal register. The adrenaline Autoinjectors must be signed in, immediately on return from the camp.

Step 7: The spare adrenaline Autoinjectors from home needs to be signed in/out by the parent prior to departure. The spare adrenaline Autoinjectors will be placed inside the insulated pack along with the student's school adrenaline Autoinjectors

## **Staff Training**

The following School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior, and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - o the School's Anaphylaxis Management Policy,
  - o the causes, symptoms and treatment of anaphylaxis,
  - o the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located,
  - o how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device,
  - o the School's general first aid and emergency response procedures, and
  - o the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use, and
  - o Induction for new staff will include anaphylaxis awareness information and appropriate training will be sought as soon as possible for new staff.

The briefing will be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

An interim plan is made for any new students enrolled, developed in conjunction with the parent and to be replaced by an individual Anaphylaxis Action Plan (ASCIA) developed with their doctor and returned to the first aid office within a week of enrolment.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

#### **Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

**Evaluation:** This policy will be evaluated annually or as deemed by DEECD requirements.

Ratified by School Council: 26<sup>th</sup> March 2014