Dear parents and carers,

I write following a review of the school’s procedures for managing the risks associated with anaphylaxis.

Unfortunately nut and / or nut based products have been introduced onto the school site. As you would expect, these incidents are of extreme concern in terms of maintaining a safe environment for all students of Cobar Public School.

The review recognised that existing procedures for the enrolment and case management of students with anaphylaxis within the school were sound and parent satisfaction with this management is extremely high. The welfare of all students with anaphylaxis is case managed through Emergency Care Plans administered via the school’s Learning Support Team in consultation with parents.

The procedures for notification of the school’s position as an allergy aware school will continue to include:

- written notification in the school’s enrolment package,
- verbal notification of same during parent information sessions for yearly Kindergarten enrolments or at time of enrolment for enrolments taken during the year,
- frequent advertisement of this in the school newsletter,
- verbal and written communication of the school’s position to individual parents,
- verbal reminders by staff to students regarding the risks associated with exposure to certain products for some students and encouragement to tell the teacher if they are aware a classmate has nuts or nuts based products and
- the position of the school stated at P&C meetings.

The review has found the procedures can be strengthened through:

- an update of terminology in the school’s literature to reflect the major finding of the review that a site ban on the introduction of nuts or nut based products be implemented immediately,
- posting of the school’s procedures on the school’s website,
- general notification of the findings of the review to all school community members and
- direct communication of the ban in written form to individual families as required.

For absolute clarity neither nuts nor nut products of any kind are to be introduced onto the Cobar Public School site.

Should there be any questions regarding this you are very welcome to make an appointment through the school office to meet with me.

Jonathan Harvey
Principal Cobar Public School
17th August 2011

Cc: Pam Sharkey – Student Welfare Consultant, Dubbo School Education Area
    Paul Loxley – School Education Director, Bourke Group of Schools