

# Anaphylaxis Policy

## Rationale

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (eg. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The purpose of the Anaphylaxis policy is:

- a) To provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling
- b) To raise staff, student and school community awareness about severe allergies and the school's Anaphylaxis Management Policy
- c) To engage with parents/carers of students at risk of anaphylaxis in assessing risks, develop risk minimisation strategies and management strategies for the student
- d) To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures, including recognising and responding to an anaphylactic reaction and competently administering an EpiPen/Anapen
- e) To comply with Ministerial Order 706 and associated guidelines.

## 1. Guidelines

- 1.1 All staff will be trained annually in the management of anaphylaxis and the use of EpiPens /Anapens
- 1.2 Each child who has a diagnosed risk of anaphylaxis will have an individual Anaphylaxis Management (ASCIA Action Plan) updated annually or at any time the student's medical condition changes including immediately following an anaphylactic reaction
- 1.3 Information about students with a diagnosed risk of anaphylaxis will be provided to all staff.
- 1.4 All staff must know the emergency procedure in the event of an anaphylactic reaction
- 1.5 Regular updates related to students diagnosed with anaphylaxis will be communicated to staff at the beginning of each term and at weekly briefings where appropriate
- 1.6 The school will comply with Ministerial Order 706 and associated guidelines.

## 2. Implementation

- 2.1 Students who have been diagnosed with an acute anaphylactic reaction to a nominated allergen will require an EpiPen or Anapen to be administered by a trained staff member in the event of an anaphylactic reaction
- 2.2 In the event of an anaphylactic reaction the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed
- 2.3 EpiPens and Anapens will be securely stored. They will be clearly labelled with the student's name and details of their condition, dosage and emergency numbers and Anaphylaxis Management Plan. Expiry dates will be checked regularly

- 2.4 The school will have a back-up adrenaline auto-injector(s) as part of the school first aid kit(s)
- 2.5 Information about students with a diagnosed risk of anaphylaxis will be provided to all staff. All staff must know the emergency procedure in the event of an anaphylactic reaction
- 2.6 Each student with a diagnosed risk of anaphylaxis will have their name on an alert card that is located in every teacher's yard duty bags carried while on yard duty. Copies will also be displayed in the First Aid Room and Staff Room with details of their allergy and course of action in an emergency
- 2.7 Casual replacement staff will be alerted to those students in the class with special medical needs including anaphylaxis. A photo of the student together with relevant information will be included in the handbook for casual replacement staff (inside Staff Handbook located on the teacher's desk)
- 2.8 Strategies to reduce risk of exposure to anaphylactic triggers to be discussed between students, staff and parents
- 2.9 The first aid coordinator will keep all information regarding students at risk up to date and annually review Anaphylaxis Management Plans
- 2.10 The school will complete an annual Anaphylaxis Risk Management Checklist.

### **Preventing Allergic Reaction**

- 2.11 Students will not be allowed to share food or snacks at any time
- 2.12 Staff will be made aware that products such as sunscreens, play-doh, latex and cooking oil may contain nut products
- 2.13 Staff will be made aware that bee, wasp and insect stings may cause allergic reactions in students
- 2.14 Staff will be made aware that eggs, nuts, fish and shell fish, wheat, sesame, soy and dairy products may cause allergic reactions in students
- 2.15 Classroom teachers of those students diagnosed with a risk of anaphylaxis will be aware of the risks during cooking sessions and will provide alternative ingredients
- 2.16 Lollies, chocolates etc. should not be used as treats/rewards by staff including visitors to the school
- 2.17 Planning for special school events, excursions or camps should include consideration for the potential for anaphylactic reactions in diagnosed students
- 2.18 Students diagnosed with anaphylaxis will not pick up rubbish in the yard
- 2.19 Hand washing for all staff and students will be encouraged, particularly in relation to eating food and cooking.

### **Individual Anaphylaxis Management Plan**

- 2.20 The Principal of the school is responsible for ensuring that an individual anaphylaxis management plan is developed for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis in consultation with the student's parents
- 2.21 The individual anaphylaxis management plan must be in place as soon as practicable after the student's enrolment. The management plan must include:
  - a) Information about diagnosis including the allergy or allergies
  - b) Strategies to minimise the risk of exposure to the allergen while the student is under the supervision of school staff, for in-school and off campus settings
  - c) The name of the person responsible for implementing the strategies
  - d) Information as to where student medication is stored
  - e) The student's emergency contact details
  - f) An emergency procedure plan provided by the parent that is signed by the medical practitioner including the student's photograph

- g) Requirement for the annual review of the individual management plan or more often if the student's medical condition changes or immediately after the student has an anaphylactic reaction at school
- 2.22 It is the responsibility of the parent to provide the emergency procedure plan, inform the school if the student's medical condition changes and to provide an up to date photograph of the student when the plan is reviewed annually

### **Communication Plan**

- 2.21 The Principal of the school is responsible for ensuring that a communication plan is developed to provide information to all staff, students, volunteers and parents about anaphylaxis and the school's anaphylaxis management policy
- 2.22 Consultation will occur between students, parents and staff via a communication plan to inform of strategies to reduce the risk of exposure to anaphylactic triggers including:
- during classroom activities
  - during snack and lunch time
  - before and after school, in the yard and during breaks
  - for special events such as cooking, incursions, sports days and class parties
  - for excursions, special event days and camps
- 2.23 The communication plan will include information as to how to respond to an anaphylactic reaction by a student
- 2.24 The communication plan will include the procedure to inform casual relief teachers of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction
- 2.25 The following will be advised of the school's policy
- school canteen and/or food provider
  - camp venues
  - excursion venues where lunch is provided
  - Out of School Hours Care program
  - Stephanie Alexander Kitchen Garden program

### **Staff Training and Emergency Response**

- 2.26 Ministerial Order 706 requires schools to provide regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction including competently administering and EpiPen/Anapen
- 2.27 Accredited anaphylaxis management that meets the requirements of Ministerial Order 706 are:
- a) Course in First Aid Management of Anaphylaxis 22099VIC and/or
  - b) Course in Anaphylaxis Awareness 10313NAT
- 2.28 The principal of the school will also ensure that all school staff undertakes twice yearly briefings on anaphylaxis management under Ministerial order 706. Any person who has completed course 22099VIC or 10313NAT in Anaphylaxis Management in the previous 12 months can lead the briefing using the Department's facilitation guide and speaking notes. The briefings will include:
- a) Staff practice with a replica EpiPen and Anapen
  - b) Staff familiarisation of the students at the school at risk of an anaphylactic reaction and their Management Plans
  - c) The school's Emergency Procedure in the event of an anaphylactic reaction.
- 2.29 The Principal of the school is responsible for identifying individual school staff to be trained outside of the regular training for staff, based on the assessment of risk of an anaphylactic reaction occurring while a student is under the supervision of the school
- 2.30 The school's Emergency Procedure based on the student's individual Anaphylactic Management Plan will be followed in responding to an anaphylactic reaction

## Emergency Procedure

2.31 First Aid - If a student with an Anaphylaxis Management Plan complains of / presents as/with:

- Difficulty breathing
- Swelling of tongue and/or lips
- Tightness in throat
- Difficulty talking
- Persistent cough
- Collapse
- Pale and floppy
- Hives and/or a rash

The Staff member should:

- Follow the student's Anaphylaxis Management Plan/EpiPen/Anapen
- Notify the office
- Office to contact Ambulance, Parents and Principal
- Relocate other students, if in classroom
- Stay with student until ambulance arrives, record time of administration
- Keep student in recovery position with legs raised until ambulance arrives (do not let them sit up)

2.32 In the event of an anaphylactic reaction during recess the yard duty supervisor should:

- Locate alert card with student's name and the Management Plan with the listed signs or symptoms from yard duty bag
- Remain with student and send two other students with the alert card to staff room to alert a staff member to bring the EpiPen/Anapen
- **Call 000 for MICS ambulance via mobile phone**
- A trained staff member should administer the EpiPen/Anapen and give any other required first aid. They should remain with the child until the emergency ambulance arrives
- Additional staff members should be alerted to support the situation in relation to crowd control
- Office staff should contact the parents and provide the ambulance with the student's details and Anaphylaxis Management Plan
- A staff member must man the school gate and direct the ambulance when it arrives.

## 3. Resources

3.1 This policy is underpinned by the:

- a) Duty of Care
- b) First Aid Policy
- c) Medication Management Policy
- d) Student Engagement and Wellbeing Policy
- e) Student Welfare Policy

## 4. Evaluation

4.1 The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's Anaphylaxis Management Policy on a cyclical basis in accordance with DET guidelines and priorities.