

# Anaphylaxis Management Policy

## RATIONALE

Effective schools have policies and procedures in place that ensure that the risks associated with severe allergies are minimised so that **all students** can feel safe while at school. Where a student has been diagnosed as being at risk of anaphylaxis, St Albans Secondary College will comply with Ministerial Order 706 as published and amended by DET from time to time.

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 (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

## GUIDING PRINCIPLES

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

## IMPLEMENTATION

### SCHOOL ENVIRONMENT

A risk assessment audit will be conducted annually to determine the potential for accidental exposure to allergens while susceptible students are in the care of the school. This assessment covers both in-school and out of school activities.

A proactive awareness campaign will be maintained using a combination of parent and staff newsletters, noticeboard displays, student assemblies and staff meeting announcements. These strategies will highlight the nature of anaphylaxis, its symptoms, its recommended treatment and the school's management plan details.

A list of students at risk will be developed through consultation with families and their respective doctors and published for staff. Staff who have direct supervisor roles of listed students will have current knowledge of the school management plan and procedures to be followed if an incident occurs.

### ANAPHYLAXIS MANAGEMENT & EMERGENCY RESPONSE

Students at risk of an anaphylaxis attack will carry the following on their person at all times:

- their personal Anaphylaxis Action Plan
- their personal EpiPen®
- a copy of the School Anaphylaxis Management Plan

Whenever a school community member uses the EpiPen® they are required to send a student to the General Office to notify staff to call an ambulance. The designated First Aid Officer will have the responsibility for ensuring the schools' EpiPen® remains viable by replacing pens that exceed their expiry date.

The school has a backup Adrenaline Auto-injectors for general use and it is stored in the General Office. The School Camp also has a spare, stored in the Camp first aid kit.

## **CLASSROOM**

Classroom teachers will be aware of student(s) at risk of anaphylaxis and will implement their individual action plan if an incident occurs.

Any classroom activity where food is involved will be monitored to minimise any risk of exposure to allergens.

All students will receive information in an awareness campaign to define Anaphylaxis and explain its risks.

## **RECESS & LUNCHTIMES**

Staff on yard duty will have access to ID photos and the individual action plans of students on the Anaphylaxis Risk List and will enact the student's individual management plan in an emergency situation.

The school canteen will have photo identification of students at risk and will monitor food supplied/sold to those students to minimise accidental exposure to allergens. Food preparation strategies are in place in the canteen to minimise the potential for cross contamination and ensure that food supplied to affected students is free of identified allergens.

Copies of each student's individual action plan will be kept in the canteen. Supervising staff will activate individual action plan(s) in case of an emergency.

## **OUT OF SCHOOL ACTIVITIES (EG. CAMPS, EXCURSIONS)**

Supervising staff will be aware of student(s) at risk and will ensure all reasonable measures are taken to minimise accidental exposure to allergens. These measures will include evaluating the risks associated with the food to be provided at meal times and any additional food carried by other students involved in the activity.

An emergency treatment kit will accompany each out of school activity to provide support in case of an emergency.

The kit will contain:

- Emergency details card
- EpiPen®
- Individual Action Plan
- Medication
- Gloves
- CPR mask

The kit will be maintained by the school First Aid Officer.

## **INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS**

The Principal/nominated manager will ensure that an individual 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 diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- 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.
- An emergency procedures plan (ASCI Action Plan), provided by the parent, that:
  - Sets out the emergency procedures to be taken in the event of an allergic reaction
  - Is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and includes an up to date photograph of the student.

- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions

The student's individual management plan will be reviewed, in consultation with the student's parents/carers:

- annually, and as applicable,
- if the student's condition changes, or
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan).
- meet with the schools representative and provide all relevant details to enable the school to complete the:
  - Anaphylaxis Management Plan
  - Students Individual Action Plan and
  - Strategies to avoid allergens documents.
- inform the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.

## COMMUNICATION

The school will publish regular notices, in the Parents Newsletter, raising awareness of anaphylaxis and reminding parents of the need to notify the school in the event of their child being diagnosed with the disease.

New enrolments will be asked about their anaphylaxis status to ensure that the school has an accurate record of students at risk and is able to develop new individual action plans prior to a new student commencing their studies at the school.

The school Anaphylaxis Management Plan will be included in the staff Roles & Responsibilities CD and published on the school's Moodle.

There will be a dedicated file on the school's Moodle that will contain details of all students who have been diagnosed with severe medical conditions.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- the 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 located.
- how to use an autoadrenaline injecting device.
- the school's first aid and emergency response procedures.

These briefings will also be used to remind staff about the Moodle Student at Risk file.

Volunteers and casual relief staff will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by:

### Classification

Casual Relieving Teachers  
Individual Needs volunteers

### Person in Charge

School Coordinator (David Russell)  
Individual Needs Coordinator (Janne Stephens)

## STAFF TRAINING AND EMERGENCY RESPONSE

The training of supervising staff will be coordinated by the schools designated First Aid Officer.

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis will be trained in anaphylaxis management.

At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the Principal will ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

The Principal will identify the school staff to be trained based on a risk assessment carried out by a designated officer.

Training will be provided to these staff as soon as practicable after the student enrolls. Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.

The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

The school will implement a strategy to maximise the numbers of staff who have current anaphylaxis management training. The intention will be, as a minimum, to train all staff that have direct supervisory responsibilities for identified students.

## **EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...	November 2016
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# ANAPHYLAXIS MANAGEMENT PLAN

## Please Note:

This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner provided by the parent / carer.

School:		ST ALBANS SECONDARY COLLEGE	
Phone:		(03) 9366 2555	
Student's name:			
Date of birth:		Year Level:	
Severely allergic to:			
Other health conditions:			
Medication at school:			
Parent/carer contact:	Parent/carer information (1)		Parent/carer information (2)
	Name:		Name:
	Relationship:		Relationship:
	Home phone:		Home phone:
	Work phone:		Work phone:
	Mobile:		Mobile:
	Address:		Address:
Other emergency contacts (if parent/carer not available):			
Medical practitioner contact:			
Emergency care to be provided at school:			
EpiPen® storage:			
The following anaphylaxis management plan has been developed with my knowledge and input and will be reviewed on			
Signature of Parent/Carer:		Date:	
Signature of Principal (or nominee):		Date:	

# STRATEGIES TO AVOID ALLERGENS

Student's name:		
Date of birth:	Year level:	
Severe allergies:		
Other known allergies:		
Risk	Strategy	Who?
Risk	Strategy	Who?
Risk	Strategy	Who?
Risk	Strategy	Who?
Risk	Strategy	Who?

# STAFF PROCEDURES IN AN EMERGENCY SITUATION

An anaphylaxis reaction is a potentially life threatening event and immediate, decisive action is required.

Each student will carry a personal Anaphylaxis Action Plan and this should inform any action taken by the supervising teacher.

## PHASE 1:

1. **STAY** with the student.
2. Send a staff member/student to collect the Anaphylaxis First Aid Bag from the General Office.
3. Advise General Office staff to call family/carer.

## PHASE 2:

1. Follow the 'Individual Action Plan' for Anaphylaxis.
2. If mild to moderate reaction give medication (if prescribed) and monitor for any signs of anaphylaxis.

## PHASE 3:

1. If a **SEVERE REACTION** is observed contact 000 immediately, if contact with 000 is not possible proceed to step 2.
2. Receive instruction from emergency services to administer the EpiPen®, if contact with emergency services is not possible administer EpiPen®.
3. Record time of injection- **VERY IMPORTANT.**
4. If contact has not been made with 000 (emergency services) continue to attempt contact

## PHASE 4:

1. Lay person flat and elevate legs. If breathing is difficult allow student to sit but **DO NOT STAND.**

## PHASE 5:

1. Further EpiPen® may be given, after 5 minutes, if severe symptoms persist.

## PHASE 6:

1. School must contact Emergency Services Management on 9589 6266.

## Remember:

Whenever an EpiPen® is utilised in treating an individual the time of use must be recorded and an ambulance must be called immediately. Remain in contact with Emergency Services at all times. If symptoms persist you may be instructed to administer a second 'same dose' injection can be given after 5 – 10 minutes.