



## **Anaphylaxis Management Policy**

### **1. Rationale or Purpose**

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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 (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 those triggers. Partnership between school and parents is important in ensuring that certain foods or items are kept away from the student while at school.

To ensure schools manage students at risk of anaphylaxis and meet legislative requirements. Guidelines have been developed to assist all Staff at South Street Primary School to meet their duty of care to students at risk of anaphylaxis and to support those students.

#### **PURPOSE**

- 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 schooling
- To raise awareness about anaphylaxis and the school's anaphylaxis management plan in the school community
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and the 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.

### **2. Policy Statement**

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This Policy fully complies with:

- Ministerial Order 706
- Anaphylaxis Guidelines for Victorian Schools published and amended by the Department.

### 3. Implementation

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#### 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 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
- Class celebrations/parties and cooking

It is the responsibility of the Parents to:

- Provide the school with an 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 an Adrenaline Auto-injector that is current and not expired for their child.

### Prevention Strategies

The school has put in place a number of prevention strategies to minimise the risk of an anaphylactic reaction. Appendix 1 outlines some of these.

### School Management and Emergency Response

The strategies the school uses to manage students with an allergy and the potential for an anaphylactic reaction, and the emergency responses used in the event of an anaphylactic reaction form an integral part of the school's general first aid and emergency response procedures.

No student who has been prescribed an adrenaline auto-injector is permitted to attend the school or school related activities without providing an auto-injector and doctor-authorised ASCIA Action Plan for Anaphylaxis.

Parents of students who are at risk of anaphylaxis must provide an adrenaline auto-injector and ASCIA Action Plan to the school office. They will be carried by students as deemed necessary by the staff supervising the students.

Booklets containing the names, photographs and details of the allergy of all students who have a medical condition that relates to allergy and the potential for anaphylactic reaction will be distributed to all staff at the beginning of the school year, these booklets will be updated (if necessary) and re-distributed to staff.

Student's ASCIA Action Plans, copies of their Individual Anaphylaxis Management Plans, must be accessible to all staff on the Student Information System, and further:

- Must be accessible to all staff generating trips, camps and excursions; and,
- Must be accessible for all activities where students are under the care and supervision of South Street Primary School staff.

Student's adrenaline auto-injectors will be supplied by the parents and stored in accordance with their plan.

Where a student is attending activities off site, the teacher organising the activity will communicate with the school First Aid Officer prior to leaving the school to ensure that the ASCIA Action Plan is understood and can be followed.

### Adrenaline Auto-Injectors for General Use

The Principal will purchase Adrenaline auto-injectors for General Use (purchased by the school) and as a back-up to those supplied by Parents.

South Street Primary School has 2 adrenaline auto-injectors for general use. These are located at the front office.

The general use adrenaline auto-injectors are EpiPens. The Adrenaline Auto-injectors 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

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students, and parents about anaphylaxis and the school's Anaphylaxis Management Policy.

This communication plan has been developed by the Principal to:

- Provide information to all school staff, parents and students about the anaphylaxis and the school's anaphylaxis management policy;
- Outline strategies for advising school staff, parents and students about how to respond to an anaphylactic reaction occurring during normal school activities, including in the classroom, in the schoolyard, and in all school buildings and sites including gymnasiums and halls; and during off-site;
- Outline procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and their role in responding to an anaphylactic reaction of a student in their care.

### Raising Student Awareness

Classroom teachers will:

- Reinforce the importance of hand washing before and after eating;
- Reinforce the importance of not sharing food;
- Discourage students from bringing peanut, sesame and tree nut products in all forms in the school;
- Ensure students are aware of the seriousness of allergic reactions and what they are to do if they encounter a peer experiencing an allergic reaction.

### Raising Staff Awareness

In addition to all staff undergoing training as specified below, the following are available to assist staff in identifying those students who have an allergy and the potential for anaphylactic reaction:

- Information sheet, photograph and details of the allergies of all students who have a medical condition that relates to allergy and the potential for anaphylactic reaction.
- A photo list is available from Reception, First Aid Room, and in the Staff room.

The Principal will ensure casual relief teachers (CRTs), relevant school volunteers are provided with a photo identifying students in their care who have been diagnosed at risk of anaphylaxis, serious medical issues and the school's emergency response procedures.

### Raising School Community Awareness

To raise awareness about anaphylaxis in the school community so that there is an increased understanding of the condition, the school will:

- Provide a copy of the Anaphylaxis Policy to all new staff;
- Provide new parents with a copy of the school's Anaphylaxis Policy on enrolment;
- Place information about anaphylaxis in school newsletters; and,
- Disseminate information about anaphylaxis at information evenings, as appropriate.

### Staff Training

The following school staff must be trained in accordance with the school's training requirements:

- School staff
- Any further staff that the Principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the school.

All staff subject to the school's training requirements must:

- Have successfully completed an anaphylaxis management training course in the three years prior; and
- Participate in a briefing, to occur twice per calendar year, with the first one to be held at the beginning of the school year, by the School Anaphylaxis Supervisor on:
  - the school's Anaphylaxis Management Policy;
  - the causes, symptoms and treatment of anaphylaxis;
  - the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located;
  - how to use an adrenaline auto-injector, including hands on practice with a trainer adrenaline auto-injector;
  - the school's general first aid and emergency response procedures, including location of emergency phones; and,
  - the location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use.
- The school First Aid Officer will undertake accredited anaphylaxis management training at the expense of the school.

### Annual Risk Management Checklist

The Principle will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations.

## **4. Evaluation and review**

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This policy will be reviewed annually, at the beginning of each school year.

## **5. Definitions**

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Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens include:

- eggs
- peanuts
- tree nuts such as cashews
- cow's milk
- fish and shellfish
- wheat
- soy
- sesame
- insect stings and bites
- medications.

**Signs of mild to moderate allergic reaction include:**

- swelling of the lips, face and eyes
- hives or welts
- tingly mouth
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

**Signs of anaphylaxis (severe allergic reaction) include any one of the following:**

- difficult / noisy breathing
- swelling of tongue
- swelling / tightness in throat
- difficulty talking and / or a hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

## **6. References**

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Further information can be obtained on the following website:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx>  
[www.allergyfacts.org.au](http://www.allergyfacts.org.au)

## **7. School Council Ratification**

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This policy was ratified by School Council on 15<sup>th</sup> August 2017