

ANAPHYLAXIS MANAGEMENT POLICY & PROCEDURES

Anaphylaxis is a severe and rapidly progressive allergic reaction that is potentially life threatening. It requires a rapid response and is regarded as a medical emergency.

The key to prevention of anaphylaxis in schools is:

1. knowledge of those students who have been diagnosed at risk
2. awareness of triggers (allergens)
3. and prevention of exposure to known triggers.

The school will comply with Ministerial Order 706 and guidelines on anaphylaxis management.

In the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's individual Anaphylaxis Action Plan must be followed.

RATIONALE

Any person suffering from an Anaphylactic event is treated in an immediate and adequate manner at DET workplaces.

- To provide a safe and supportive environment in which students at risk of anaphylaxis can equally and actively participate in all programs at Hume Valley School (HVS).
- To raise awareness about anaphylaxis and the school's Anaphylaxis Management Policy within the school community.
- To work with parents/carers of students at risk of anaphylaxis in assessing risks and developing risk minimisation and management strategies for the student.
- To ensure that staff members have adequate knowledge of allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

IMPLEMENTATION

General Principles

Hume Valley School should have in place:

- Identified Parent Responsibilities.
- Anaphylaxis Management Plans for all students deemed affected by anaphylaxis, developed in consultation with the parents/carers and student's medical practitioner.
- Prevention strategies for in-school and out-of-school settings.
- A Communication Plan to raise staff, student and school community awareness about severe allergies, anaphylaxis and the school's policy in relation to managing anaphylaxis.
- Regular twice-yearly training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen.

Parent Responsibilities

Parents have a responsibility to inform the school if their child is at risk of an anaphylactic reaction and to inform the school if there is a change to their child's emergency treatment.

As part of the student enrolment package, an Allergy Information Sheet is included.

At the commencement of each school year, parents have a responsibility to provide an ASCIA Action Plan signed by the student's medical practitioner, with an attached current photograph of

the student. Parents will also provide an EpiPen and any other medication to the classroom teacher to be stored at school.

Parents will ensure the EpiPen is replaced annually and has not expired.

Parents will participate in an annual review of the Anaphylaxis Management Plan.

Anaphylaxis Management Plan

The Individual Anaphylaxis Management Plan will set out the following:

- Information about the diagnosis, including the symptoms and the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care supervision of school staff both in-school and out-of-school settings, including camps and excursions.
- Information on where the student's medication will be stored.
- An emergency procedures plan (ASCIA Action Plan) provided by the parent/s.
- A student's Individual Anaphylaxis Management Plan will be reviewed in consultation with the student's parents/carers:
 - annually, at the commencement of each school year;
 - if the student's condition changes; or
 - immediately after a student has an anaphylactic reaction at school.

Prevention Strategies

A Risk Management Checklist will be completed annually.

At the commencement of the school year or preceding the first day of enrolment for a new student, the Assistant Principal and/or Sub School Leader will meet with the parents/carers to undertake a risk assessment. This will be based on the student's usual routine, and it will include planning for alternate situations, such as in the yard and out of the school environment (for example, on community access, excursions and camps).

The EpiPen and or other medications provided by the parents/carers will be stored in the medical cabinet in an anaphylaxis carry bag in the appropriate classroom.

A spare back-up EpiPen for each student at risk of anaphylaxis will be stored in the front office.

In-school Setting

ASCIA Action Plans are to be kept in the:

- ✓ classroom office space, on a pinboard near the medication cabinet.
- ✓ on the pinboard within the child's classroom.
- ✓ on the Compass reporting system
- ✓ on pinboards in the First Aid room adjacent to the Front Office.
- ✓ in the student's individual file
- ✓ in the individual student's anaphylaxis carry bag that they carry with them to programs and activities outside their classrooms

The classroom teacher must liaise with parents/carers about food-related activities ahead of time.

Never give food from outside sources to a student who is at risk of anaphylaxis, including actively discouraging the sharing of food at lunch and morning tea times.

Prepare for Homecraft activities by identifying possible allergens in all ingredients and avoid using products accordingly.

Class teachers will include information about anaphylactic at-risk students in their class in their CRT folder.

ES staff in the classroom should inform CRT staff of students at risk of anaphylaxis and direct the CRT to the Individual Anaphylaxis Management Plan and the Action Plan.

The EpiPen and other preventative medication (such as Phenergan) should be easily accessible in the classroom and the yard.

Out of School Settings

The student's EpiPen, school back-up EpiPen and other preventative medication (e.g. Phenergan), as per the ASCIA Action Plan, and a mobile phone must be taken on all excursions and camps and community access and swimming visits.

A staff member who has been trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on any trips outside of the school environment.

Communication

Parents of students at risk of anaphylaxis will be provided with a copy of this policy.

All staff will be briefed twice annually, at the commencement of the school year and mid-year, by a staff member/designated personnel who has up-to-date anaphylaxis management training on the:

- school's anaphylaxis management policy
- causes, symptoms and treatment of anaphylaxis
- identities of students diagnosed at risk of anaphylaxis and where their medication is located
- use of an auto adrenaline injecting device
- HVS's emergency response procedures.

The HVS Anaphylaxis Management Policy will be included in the Staff Personnel Manual and in the CRT folders in ALL classrooms.

Staff Training and Emergency Response

HVS has a commitment to ensure that teaching and ES staff have up-to-date training in an anaphylaxis management training course.

All school staff will complete the ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor.

Two staff members per campus will undertake the course in Verifying the Correct Use of Adrenaline Autoinjector Devices and will act as School Anaphylaxis Supervisors.

All staff will be informed of the identified students at risk of anaphylaxis and any changes to their management and action plans.

It is the responsibility of the Principal to ensure that at all times there are suitably qualified members of staff to support students with anaphylaxis.

In the event that a student experiences an allergic reaction, the student's Action Plan will be followed.

An ES staff member will communicate with the Front Office.

The office staff will call an ambulance. If the student is out of the school (e.g. on camp, excursion, swimming or community access), the classroom teacher or an ES as instructed will call an ambulance and follow the Action Plan accordingly.

Should a student experience an anaphylactic reaction, a debrief will be arranged for staff involved.

REFERENCES

Ministerial Order 706

DET Guidance for developing a School Anaphylaxis Policy (updated)

DET Anaphylaxis Guidelines for Victorian Schools (updated)

APPENDICES (including processes related to this policy)

Appendices which are connected with this policy are:

APPENDIX A: Assessment And Treatment Of Anaphylaxis

APPENDIX B: ASCIA Anaphylaxis Action Plan and Individual Anaphylaxis Management Plan

APPENDIX C: Annual Risk Management Checklist

EVALUATION

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

Ratified By Hume Valley School Council:	November 2017
Review Date:	November 2020

APPENDIX A:

1. ASSESSMENT AND FIRST AID TREATMENT OF ANAPHYLAXIS

What is anaphylaxis?

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Although allergic reactions are common in children, severe life threatening allergic reactions are uncommon and deaths are rare. However, deaths have occurred and anaphylaxis is therefore regarded as a medical emergency that requires a rapid response.

Signs and symptoms

The symptoms of a **mild to moderate allergic reaction** can include:

- swelling of the lips, face and eyes
- hives or welts
- abdominal pain and/or vomiting.

Symptoms of anaphylaxis (**a severe allergic reaction**) can include:

- difficulty breathing or noisy breathing
- swelling of the tongue
- swelling/tightness in the throat
- difficulty talking and/or a hoarse voice
- wheezing or persistent coughing
- loss of consciousness and/or collapse
- young children may appear pale and floppy.

The role and responsibilities of all school staff who are responsible for the care of students at risk of anaphylaxis

School staff who are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect students from risks of injury that are reasonably foreseeable. This may include administrators, casual relief staff, and volunteers. Members of staff are expected to:

- Know the identity of students who are at risk of anaphylaxis.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Know the school's first aid emergency procedures and what your role is in relation to responding to an anaphylactic reaction.
- Keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction.
- Know where the student's EpiPen® is kept. Remember that the EpiPen® is designed so that anyone can administer it in an emergency.
- Know and follow the prevention strategies in the student's Anaphylaxis Management Plan.

- Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate food for the student.
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be careful of the risk of cross-contamination when preparing, handling and displaying food.

Individual Anaphylaxis Management Plans

Every student who has been diagnosed as at risk of anaphylaxis will have an individual Anaphylaxis Management Plan.

The student's Anaphylaxis Management Plan will clearly set out:

- the type of allergy or allergies.
- the student's emergency contact details.
- practical strategies to minimise the risk of exposure to allergens for in-school and out of class settings, including:
 - » during classroom activities
 - » in canteens or during lunch or snack times
 - » before and after school, in the yard and during breaks
 - » for special events such as incursions, sport days or class parties
 - » for excursions and camps.
- the name of the person/s responsible for implementing the strategies.
- information on where the EpiPen® will be stored.

The Anaphylaxis Management Plan will also include an individual ASCIA Action Plan, which sets out the emergency procedures to be taken in the event of an allergic reaction. (ASCIA, the Australasian Society of Clinical Immunology and Allergy, is the peak body of immunologists and allergists in Australia).

2. SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

The School's Anaphylaxis Management Policy must include procedures for emergency response to anaphylactic reactions. The procedures should include the following:

- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction;
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans and where these can be located:
 - in a classroom;
 - in the school yard;
 - in all school buildings and sites including gymnasiums and halls;
 - on school excursions;
 - on school camps; and
 - at special events conducted, organised or attended by the school.
- Information about the storage and accessibility of Adrenaline Autoinjectors;

3. EMERGENCY TELEPHONE NUMBERS

Poisons Information Service	13 11 26
Ambulance	000