

## 4.10 ANAPHYLAXIS POLICY

### BACKGROUND

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 the school.

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

### AIM

- 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.
- To ensure that the school complies with Ministerial Order 706.

The key reference and support for the college regarding anaphylaxis is the [DEECD Anaphylaxis Guidelines](#)

### GUIDELINES

#### INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

- The principal 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 at the 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).
  - 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 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.

Note: The red and blue 'ASCIA Action Plan' is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis. Download from [DEECD Health Support Planning Policy](#)

- 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).
  - 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 PLAN**

- Note: the Anaphylaxis Guidelines provides advice about strategies to raise staff and student awareness, working with parents/carers and engaging the broader school community
- The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.
- The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.
- Volunteers and casual relief staff of students at risk of anaphylaxis 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 the assistant principal or student wellbeing officer.
- 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

Note: An information DVD will be used for this purpose at staff briefings.

## **STAFF TRAINING AND EMERGENCY RESPONSE**

- All teachers and other school staff must have up to date training in an anaphylaxis management training course.
- Two staff will be trained to assess the staffs' competency in using an autoinjector.
- Note: A risk assessment tool has been included in this information pack to assist principals and can be downloaded from [DEECD Health Support Planning Policy](#)
- Wherever possible, training of new staff will take place before the student's first day at school.
- The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

## Appendices

- Anaphylaxis Risk Management Checklist
- Anaphylaxis Management Plan

## References

- [DEECD Anaphylaxis Policy](#)
- [DEECD Health Support Planning Policy](#)

## **CERTIFICATION**

This Anaphylaxis Policy was ratified by School Council in February 2017.

## **ANAPHYLAXIS RISK MANAGEMENT CHECKLIST**

**School Name: Oakleigh Primary School and Kindergarten**

Address: 20 Warrigal Road, Oakleigh 3165

Date of Review: March 2014

Time:

School Contact Person: Susan Close

Position:

Review given to: Michele Nolan

Position: Assistant Principal

Comments:

- |   |     |
|---|-----|
| 1. How many current students are diagnosed with anaphylaxis?  | One |
| 2. Have any students ever had an allergic reaction while at school?<br>If Yes, how many times?        | NO  |
| 3. Have any students had an Anaphylactic Reaction at school?<br>If Yes, how many times?               | NO  |
| 4. Has a staff member been required to administer an EpiPen® to a student?<br>If yes, how many times? | NO  |

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

### Section 1 Anaphylaxis management Plans and ASCIA Action Plans

Does every student who has been diagnosed at risk of anaphylaxis have an individual Anaphylaxis Management Plan in place? (see Section 4.1 and Appendix 1, Anaphylaxis Guidelines)? YES

Are all Anaphylaxis Management Plans reviewed regularly with parents (at least annually)? YES

Do they set out strategies to minimise the risk of exposure to allergens for in-school and out of class settings? During classroom activities, including elective classes YES

In canteens or during lunch or snack times (nut free produce) YES

Before and after school, in the school yard and during breaks YES

For special events, such as excursions, sport days, class parties and extra curricular activities? YES

For excursions and camps YES

4. Do all students who suffer from anaphylaxis have a copy of their ASCIA Action Plan kept at school (provided by the parent)? YES

Where are they kept? In office and in First Aid Room

Do the anaphylaxis action plans have a recent photo of the student with them? YES

### Section 2 Storage and accessibility of the EpiPen

Where are the students EpiPen's® Stored? First Aid Room  
How are the EpiPens® stored? Cooler Bag with student's name

3. Is the storage safe (out of reach of students)? YES

Is the storage unlocked and accessible to staff at all times? YES

Comments

Is the EpiPen® easy to find? YES

Comments

Hanging on coat hook

4. Is a copy of students' ASCIA Action Plans kept together with their EpiPen®? YES

Comments

5. Are EpiPen's® and Action Plans clearly labelled with students' names? YES

Comments

6. Has someone been designated to check the EpiPen's® expiry dates on regular basis? YES

Who?

School Business Manager

7. Has the School signed up to EpiClub (a free reminder service)? NO

8. Do all staff know where the EpiPens® and Action Plans are Stored? YES

Comments

9. Is there a spare EpiPen®? YES

If Yes, what Type?

EpiPen Jnr

10. Where is it stored? First Aid cupboard top shelf, right hand side
11. Is it clearly labelled as the 'backup EpiPen®? YES

### Section 3 Prevention Strategies

1. Have you done a risk assessment of the potential for accidental exposure to allergens for a student with anaphylaxis? YES
2. Has the school implemented any of the prevention strategies (in Appendix 2 of the Guidelines)? YES
3. Is there always a trained staff member on duty? YES
6. How many staff have completed training? Level 2 First Aid Seven Staff

### Section 4 Training and Emergency Response

1. Have all staff responsible for the care of students with anaphylaxis been trained? YES
2. When does their training need to be renewed?
3. Do all staff have an understanding of the causes, signs and symptoms of anaphylaxis and of their role in the school's first aid and emergency response procedures? YES
4. Have you planned how the alarm will be raised if an allergic reaction occurs?  
In the classroom? YES  
How? Call office and request epipen to be taken immediately to room
- In the school yard? YES  
How? Send student to office and request epipen to be taken immediately
- At school camps and excursions? YES  
How? Epipen to be taken on excursion and carried with the student
- On special event days, such as sports days? YES  
Epipen to be taken on special event days and carried with the student
5. Does your plan include who will call the Ambulance? YES  
How? Teacher in charge to call ambulance using mobile phone
6. In an emergency is there a plan for who will be sent to collect the EpiPen® and Action Plan? YES  
Who will this be when in the class room? Student or staff member in adjoining room
- Who will this be when in the school yard? Two students sent to the office
- Who will this be at sporting activities? Teacher in charge of activity
7. Have you checked how long will it take to get to the EpiPen® and Action Plan to a student from various areas of the school? Small area can all be actioned in manageable time frame.
8. On excursions or other out of school event is there a plan for who will look after the EpiPen® and Action Plan? Student's teacher or supervising teacher to carry epipen  
Who will do this on excursions? Student's teacher or supervising teacher to carry epipen  
Who will do this on camps? Student's teacher or supervising teacher to carry epipen  
Who will do this on sporting activities? Student's teacher or supervising teacher to carry epipen
9. Is there a process for post incident support in place? Principal

10. Have all staff been briefed on:-	
the school's Anaphylaxis Management Policy?	YES
the causes, symptoms and treatments of anaphylaxis?	YES
the identities of students diagnosed at risk of anaphylaxis and where their medication is located? YES	
how to use an adrenaline auto-injecting device, including hands on practice with a trainer adrenaline auto-injecting device	YES
the school's first aid and emergency response procedures	YES

Section 5: Communicating with staff, students and parents / carers

1. Is there a communication plan in place to provide information about anaphylaxis and the school's policies to staff, students and parents/ carers? YES

2. Are there procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response? YES

Comments

Do all staff know which students suffer from anaphylaxis? YES

How is this information kept up to date? Bi-annual briefing at Staff Meetings. Staff notified if any new students enter the school with anaphylaxis.

4. Are there strategies in place to increase awareness about severe allergies among students? Briefings at Staff Meetings about staff with allergies.

**Anaphylaxis Management Plan**

## Cover Sheet

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

Oakleigh Primary School		
9568 0558		
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:		Date:
Signature of principal (or nominee):		Date:

