

ANAPHYLAXIS POLICY

RATIONALE:

Findon Primary will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

AIM:

To explain to Findon Primary School parents/caregivers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Findon PS is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents/caregivers.

ANAPHYLAXIS INFORMATION

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes, hives or welts, tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing, swelling of tongue, difficulty talking and/or hoarse voice, wheeze or persistent cough, persistent dizziness or collapse, student appears pale or floppy, abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline auto injector for use in an emergency. These adrenaline auto injectors are designed so that anyone can use them in an emergency.

IMPLEMENTATION:

Individual Anaphylaxis Management Plans

All students at Findon PS who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the First Aid Officer is responsible for developing a plan in consultation with the student's parents/caregivers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Findon PS and where possible, before the student's first day.

Parents/caregivers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis

- provide an up to date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline auto injector for the student that has not expired;
- participate in annual reviews of the student's plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up to date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/caregivers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, in so far as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline auto injectors

- A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in a prominent position in the First Aid Room, together with the student's adrenaline auto injector. Adrenaline auto injectors must be labelled with the student's name. The First Aid Officer is responsible for informing parents when the Auto Injector needs replacing. It is the responsibility of the parents/caregivers to replace the Auto Injector.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Findon PS, we have put in place the following strategies:

- students are discouraged from sharing food
- garbage bins at school are encouraged to remain covered with lids to reduce the risk of attracting insects
- school canteen staff are trained in appropriate food handling to reduce the risk of cross contamination
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- general use EpiPens will be stored in the First Aid room and Stephanie Alexander Kitchen for ease of access
- planning for off site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending
- annual risk management plan.

Adrenaline auto injectors for general use

Findon PS will maintain a supply of adrenaline auto injector(s) for general use, as a back up to those provided by parents/caregivers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline auto injectors for general use will be stored in the First Aid room and Stephanie Alexander Kitchen and labelled "general use".

The principal is responsible for arranging the purchase of adrenaline auto injectors for general use in consultation with the First Aid Officer, and will consider:

- the number of students enrolled at Findon PS at risk of anaphylaxis
- the accessibility of adrenaline auto injectors supplied by parents
- the availability of a sufficient supply of auto injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto injectors, and the need for general use adrenaline auto injectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

Students with Anaphylaxis have their name, class, photo and allergens on the medical alerts poster which is displayed in the First Aid room, yard duty bags, staff room, class rooms and other prominent places around the school. This is updated annually and as required. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline auto injectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none">• Lay the person flat• Do not allow them to stand or walk• If breathing is difficult, allow them to sit• Be calm and reassuring• Do not leave them alone• Seek assistance from another staff member or reliable student to locate the student's adrenaline auto injector or the school's general use auto injector, and the student's Individual Anaphylaxis Management Plan, stored in the First Aid room• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none">• Remove from plastic container• Form a fist around the EpiPen and pull off the blue safety release (cap)• Place orange end against the student's outer mid thigh (with or without clothing, check for seams)• Push down hard until a click is heard or felt and hold in place for 3 seconds• Remove EpiPen• Note the time the EpiPen is administered• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline auto injectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline auto injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under treatment of anaphylaxis is more harmful and potentially life threatening than over treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Communication Plan

This policy will be available on the Findon PS website so that parents and other members of the school community can easily access information about anaphylaxis management procedures.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and the procedures for anaphylaxis management. The policy will be highlighted at staff briefing.

Staff training

The principal will ensure that school staff are appropriately trained in anaphylaxis management.

- The Annual Anaphylaxis Risk Management Checklist will be completed by the First Aid Coordinator in consultation with the Principal.
- Two School Anaphylaxis Supervisors will be appointed and trained as verifiers as per DET directive and Ministerial Order 706. This training is required every 3 years and each school MUST have at least two trained verifiers.
- School Anaphylaxis Supervisors will complete ASCIA Anaphylaxis e-training every 2 years. They will follow the Anaphylaxis Management School Training Checklist to manage all anaphylaxis staff training.
- All staff must hold current certification in the management of Anaphylaxis by completing ASCIA Anaphylaxis e-training for Victorian Schools every 2 years. Within 30 days of completing e-training staff must demonstrate correct use of adrenaline auto injector to one of the two school anaphylaxis supervisors. This is required to be updated every 2 years and copies of certificates will be kept by the Principal.
- Twice yearly briefings MUST be provided for all Findon Primary School staff, by the Anaphylaxis School Supervisors. The briefings are to be conducted using the DET Anaphylaxis Management Briefing Presentation. This presentation is to be specific to the current students' needs and relate directly to the needs of Findon Primary in recognising and responding appropriately to an anaphylactic reaction including correct use and administration of an Auto Injector. Records will be kept of staff attending training. Ideally these briefings should be held at the start of each new semester.
- The Anaphylaxis School Supervisors are responsible for ensuring the student's Auto Injector and staff trained to administer the Auto Injector accompanies the student during excursions.

New Student

- When a new student enrolls at Findon PS who is at risk of anaphylaxis, the principal/nominee will develop an interim plan in consultation with the student's parents/caregivers and ensure that appropriate staff are trained and briefed as soon as possible.
- The principal/nominee will ensure that while students at risk of anaphylaxis are under the care or supervision of the school, outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

COMMUNICATION AND REVIEW CYCLE:

The principal/nominee will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis. This policy will be communicated to the school community via the school website, at staff briefings and in other relevant individual situations, including student enrolment. It will be available through the school office and will be reviewed as part of the school's annual policy and review process.

REFERENCES:

- Ministerial Order 706, Victorian Guidelines for Managing Anaphylaxis in Government Schools (VGA)
- Policy and Advisory Library:
 - [Anaphylaxis](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- School yard, Excursion and Classroom process flowchart