

ANAPHYLAXIS MANAGEMENT POLICY

RATIONALE:

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. 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 medications.

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 Eipen/Anapen to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

Aims:

- 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 ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy in responding to an anaphylactic reaction.
- To comply with the Ministerial Order 706 and associated guidelines.
- To develop in consultation with the student's parents/carers and medical practitioner, an individual Anaphylaxis Management Plan (that includes an individual ASCIA Action Plan for Anaphylaxis) for each affected student,

IMPLEMENTATION:

- Anaphylaxis is a severe, sudden and potentially life-threatening condition.
- Signs and symptoms of anaphylaxis include hives/rash, tingling in or around the mouth, abdominal pain, vomiting, diarrhoea, facial swelling, cough or wheeze, difficulty breathing or swallowing, loss of consciousness or collapse, or cessation of breathing.
- Anaphylaxis is best prevented by knowing and avoiding allergens.

Our school will manage anaphylaxis by:

- Providing professional development for all staff to raise staff, student and school community awareness about severe allergies and the School's Anaphylaxis Management Policy.
- All staff will receive regular training and updates in recognising and responding appropriately to an anaphylactic reaction, including competently administering an Eipen/Anapen. Identifying susceptible students and knowing their allergens.
- Informing the community about anaphylaxis via the newsletter.
- Requiring parents to provide an Action Plan for Anaphylaxis document which has been developed by a health professional and an Eipen/Anapen if necessary, both of which will be maintained and displayed in the First Aid area and staff work areas as required.
- Ensuring that all staff are provided with professional development on the response to anaphylaxis and the proper use of an Eipen/Anapen
- CRT information books will have an updated list of all the children who suffer from anaphylaxis.
- If required, volunteers will be informed of any children who suffer from anaphylaxis.
- In the event of an anaphylaxis emergency a staff member will follow the action plan (outlined below).

School Action Plan:

- If there is an anaphylaxis emergency **in a classroom**, teachers will ring the office. An appropriately trained staff member will go directly to the classroom to assist the classroom teacher administer medication/Epipen/Anapen if required. The student's personal medication/Epipen/Anapens is held in the general office. Extra Epipens/Anapens are available in the Office, Coustley area, Food Technology, and the Science preparation area.
- If there is an anaphylaxis emergency **in the school grounds**, teachers will notify the office immediately. An appropriately trained staff member will promptly take the Epipen/Anapens from the nearest area, to the child.

1. A staff member (trained in use of Epipen/Anapens) will administer the medication/adrenaline auto injecting device to the student needing treatment (using student's Epipen/Anapens and following the action plan for that particular student) and notify the student's parent/guardian.
2. A staff member will ring for an ambulance. First aid staff will reassure and monitor student until the ambulance arrives.
3. Additional staff members will be sent to the area to clear other students and assist.
4. A staff member will need to wait at the school entrance to direct ambulance officers to the emergency scene.
5. A staff member will ring parents / guardians to inform them of the situation.
6. A staff member will remain with the child at ALL times

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 prior to the student's enrolment and where possible before their first day of school.

An Anaphylaxis Risk Management Checklist will be completed. (See Appendix One)

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 will contain an emergency procedures plan (ASCIA 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.

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.

Staff Training and Emergency Response:

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis **must** have up to date training in an anaphylaxis management training course.

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 must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

Special Events / Excursions / Sporting Events:

For special occasions, class teachers should consult parents/carers in advance to either develop an alternative food menu or request the parent/carer to provide a meal.

- The student's EpiPen, a spare epipen and a mobile phone must be taken on all excursions.
- When planning an excursion/special event/sporting event/camp staff must provide details of any student attending to the first aid officer/s prior to the event. This will ensure that the student's medication and/epipen is made available.
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.

Camps:

- Schools must have in place a risk management strategy for students at risk of anaphylaxis for school camps, developed in consultation with the student's parents/carers.
- Camps must be advised in advance of any students with food allergies.
- The student's medication/EpiPen, ASCIA Action Plan and a mobile phone must be taken on camp.
- A team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis.
- The EpiPen should remain close to the student and staff must be aware of its location at all times.

Communication Plan:

- 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.

STORAGE OF EPI PENS/Anapens:

If a student has been prescribed an EpiPen/Anapens, the EpiPen/Anapens must be provided by the student's parents/carers to the school.

- EpiPen/Anapens s will be stored in the office, in an unlocked, easily accessible place away from direct heat. (Not in a fridge or freezer)
- EpiPen/Anapens s will be clearly labelled with the student's name, with a copy of the ASCIA Action Plan.
- Each student's EpiPe/Anapens n will be distinguishable from other student's EpiPen/Anapens s and medications.
- All staff will know where the EpiPen/Anapens is located.
- EpiPen/Anapens s will be signed in and out when taken from its usual place, eg for camps or excursions.
- Depending on the speed of past reactions when deemed appropriate some student's EpiPen/Anapens s will be kept on their person.

EpiPen/Anapens s should not be cloudy or out of date. EpiPen/Anapens s should last for at least 12 months and will have an expiry date printed on them. It is the parents' responsibility to supply their child's EpiPen to the school and to replace it before it expires. However, a designated staff member, such as the school nurse or first aid coordinator, should regularly check the EpiPen/Anapens, e.g. at the beginning or end of each term.

At least a month before its expiry date, the designated school staff member should send a written reminder to the student's parents to replace the EpiPen/Anapens

Date of next review: June 2020

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.

Appendix One: Anaphylaxis Risk Management Checklist

Anaphylaxis Risk Management Checklist

School Name: _____

Primary / Secondary (Please Circle): Primary Secondary

Date of Review: _____ Time: _____

School Contract Person: Name: _____
(Who provided information collected)

Position: _____

Review given to: Name: _____
(if different from above)

Position: _____

Comments: _____

1. How many current students have been prescribed (and carry) an adrenaline auto injector? _____
2. Have any students ever had an allergic reaction requiring medical intervention at school? Yes No
- If Yes, how many times? _____
- If Yes, how many students? _____
3. Have any students ever had an Anaphylactic Reaction at school? Yes No
- If Yes, how many students? _____
- If Yes, how many times _____
4. Has a staff member been required to administer an adrenaline auto injector to a student? Yes No
- If Yes, how many times? _____

SECTION 1: Anaphylaxis Management Plans and ASCIA Action Plans

1. Does every student who carries an adrenaline auto injector (either for allergic reaction or anaphylaxis) have an individual Anaphylaxis Management Plan and ASCIA Action Plan for Anaphylaxis (Emergency Action Plan for individuals at risk of anaphylaxis, completed and signed by a prescribed medical practitioner)? Yes No
2. Are all individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)? Yes No
3. Do the Anaphylaxis Management Plans 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 No
- In canteens or during lunch or snack times Yes No

Before and after school, in the school yard and during breaks	Yes <input type="radio"/>	No <input type="radio"/>
For special events, such as sports days, class parties and extra-curricular activities	Yes <input type="radio"/>	No <input type="radio"/>
For excursions and camps	Yes <input type="radio"/>	No <input type="radio"/>
Other		
4. Do all students who carry an adrenaline auto injector have a copy of their ASCIA Emergency Action Plan for anaphylaxis kept at school (provided by the parent)?	Yes <input type="radio"/>	No <input type="radio"/>
Where are they kept?		
5. Does the ASCIA Emergency Action Plan for anaphylaxis have a recent photo of the student with them?	Yes <input type="radio"/>	No <input type="radio"/>

SECTION 2: Storage and Accessibility of adrenaline auto injectors

1. Where are the student's adrenaline auto injectors stored?		
2. Do all staff know where the school's general autoinjectors are stored? Are the adrenaline auto injectors stored at room temperature?		
3. Is the storage safe (not refrigerated)?	Yes <input type="radio"/>	No <input type="radio"/>
Is the storage unlocked and accessible to staff at all times?	Yes <input type="radio"/>	No <input type="radio"/>
Comments		
Are the adrenaline auto injectors easy to find?	Yes <input type="radio"/>	No <input type="radio"/>
Comments		
4. Is a copy of students' ASCIA Emergency Action Plan for anaphylaxis kept together with their student's adrenaline auto injector?	Yes <input type="radio"/>	No <input type="radio"/>
Comments		
5. Are the adrenaline auto injectors and ASCIA Emergency Action Plans for anaphylaxis clearly labelled with students' names?	Yes <input type="radio"/>	No <input type="radio"/>
Comments		
6. Has someone been designated to check the adrenaline auto injector expiry dates on a regular basis? Who?	Yes <input type="radio"/>	No <input type="radio"/>
Comments		
7. Has the school signed up to EpiClub or Ana-alert (free reminder services)?	Yes <input type="radio"/>	No <input type="radio"/>
8. Do all staff know where the adrenaline auto injector and ASCIA Emergency Action Plan for anaphylaxis are stored?	Yes <input type="radio"/>	No <input type="radio"/>

Comments

9. Is there an adrenaline auto injector for general use in the school's first aid kit? Yes No
-

If Yes, where is it located?

10. Is this device clearly labelled as the 'General Use' adrenaline auto injector? Yes No
-

SECTION 3: Prevention Strategies

1. Have you done a risk assessment to identify potential accidental exposure to allergens for a student with anaphylaxis? Yes No
-

2. Have you implemented any of the prevention strategies (in Appendix 2 of the Guidelines)? Yes No
-

3. Are there always sufficient staff members on yard duty with current training in anaphylaxis emergency management? Yes No
-

SECTION 4: School's First Aid and Emergency Response Procedure for when an allergic reaction occurs

1. Is the school's Communication Plan for when an allergic reaction occurs for all in-school and all out-of-school scenarios clearly documented in the School's Communication Plan and distributed to all staff? Have all staff responsible for students with anaphylaxis received training and attended a twice yearly briefing? Yes No
-

2. Do staff know when their training needs to be renewed? Have you developed a School's First Aid and Emergency Response Plan for when an allergic reaction occurs?
-

In the class room? Yes No

In the school yard? Yes No

At school camps and excursions? Yes No

On special event days, such as sports days? Yes No

Does your plan include who will call the Ambulance? Yes No

3. Is there a designated person who will be sent to collect the student's adrenaline auto injector and ASCIA Emergency Action Plan for Anaphylaxis? Yes No
-

4. Have you checked how long it will take to get to the adrenaline auto injector and ASCIA Emergency Action Plan for Anaphylaxis to a student from various areas of the school including:
-

The class room? Yes No

The school yard? Yes No

The sports field? Yes No

5. On excursions or other out of school events is there a plan for who is responsible for ensuring the adrenaline auto injector(s) are correctly stored and available for use? Yes No
-

Who will do this on excursions?

Who will do this on camps?

Who will do this on sporting activities?

6. Is there a process for post incident support in place? Yes No

Comments

7. Have all staff been briefed on:

The school's Anaphylaxis Management Policy? Yes No

The causes, symptoms and treatment of anaphylaxis? Yes No

The identities of students who carry an adrenaline auto injector and where their medication is located? Yes No

How to use an adrenaline auto injector device, including hands on practice with a training adrenaline auto injector device? Yes No

The school's First Aid and Emergency Response Procedures for all in-school and out-of-school environments? Yes No

Where the adrenaline auto injector for general use is kept? Yes No

Where the student's medication is located including if they carry it on their person? Yes No

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? Yes No

To staff? Yes No

To students? Yes No

To parents/carers? Yes No

2. Are the School's First Aid and Emergency Response Procedures for when an allergic reaction occurs for all in-school and out-of-school scenarios documented in the school's Communication Plan and distributed to all staff? Yes No

Comments

3. Do all staff know which students carry an autoinjector and is there a process for distributing this information to all staff? Yes No

Comments

4. How is this information kept up to date?

Comments

5. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments? Yes No

Comments

Sample 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

School:		
Phone:		
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:

