

# ANAPHYLAXIS MANAGEMENT POLICY

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## 1. RATIONALE:

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. 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.

Adrenaline given through an auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

## 2. 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 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 managing strategies for the student.
- To ensure that each staff member has adequate knowledge about anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

The key reference and support for the school regarding anaphylaxis is **Ministerial Order 706: Anaphylaxis Management in Victorian Schools** and **DEECD (DET) Anaphylaxis Guidelines 2014**. Courtenay Gardens Primary School will fully comply with this order and the associated Guidelines published and amended by the Department from time to time.

## 3. IMPLEMENTATION:

### 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.
- Individual Anaphylaxis Management Plans (with the child's photo) will be placed in the staffroom, first aid room, student's classroom, yard duty folders and all CRT folders.
- 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 reactions, including the type of allergy/allergies the student has based on written diagnoses 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 all in school and out of school settings organised 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.

**The student's Individual Anaphylaxis Management Plan will be reviewed, in Consultation with the student's parents:**

- 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, or
- when the student is to participate in an off-site activity, such as camps and excursions.

**It is the responsibility of the Parents to:**

- provide the 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,
- provide the school with two Adrenaline Auto-injectors that are current and not expired for their child for school use,
- record the expiry date of medications placed at school and ensure the timely replacement of expired medications/Adrenaline Auto-injectors,
- inform the school in writing of any changes to their child's emergency contact details, and
- participate in Student Anaphylaxis Management Plan review eg when there is a change to their child's medical condition or at annual review.

**Prevention Strategies:**

- Courtenay Gardens Primary School will put in place Risk Minimisation and Prevention Strategies for all relevant in-school and out-of-school setting, which include (but are not limited to) the following:
  - during classroom activities,
  - between classes and other breaks,
  - in the canteen,
  - during recess and lunchtimes,
  - before and after school, and
  - special events including visiting performances, special days, class parties, excursions and camps.

**School Management and Emergency Response Procedures:**

A complete and up to date list and photo of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction is located:

- in the sick bay, displayed on the front of the first aid cabinet,
- attached to all yard duty folders, identifying all anaphylaxis students,
- included in CRT folders for all teachers and specialists,
- in the staffroom on display,
- in all specialist areas,
- in the canteen, displayed on the noticeboard, and
- in the teacher's bay of the BER building.

**Individual Anaphylaxis Management Plans are located:**

- in the first aid room on display,
- a copy in the master file in the Office Area, and
- attached to each student's enrolment record.

**Student ASCIA Action Plans are displayed/stored:**

- in the sick bay, displayed on the front of the first aid cabinet,
- in the student's Adrenaline Auto-injector container located in the sick bay,
- in the student's Adrenaline Auto-injector container located in the classroom,
- in the student's classroom displayed on the teacher's notice board,
- in the staffroom on display,
- in the canteen, displayed on the noticeboard, and
- a copy of Individual ASCIA Action Plans are attached to each student's enrolment record.

**Adrenaline Auto-injectors (EpiPen)**

Adrenaline Auto-injectors of students identified by Individual ASCIA Action Plans are kept in individual containers that are clearly labelled. Each student will have two labelled containers, one kept in the sick bay and one in the student's classroom.

Two Adrenaline Auto-injectors are carried by school staff on excursions, outings and camps for each student with an Individual ASCIA Action Plan and the Adrenaline Auto-injectors are accessible to the adult who is responsible for or accompanying the child during the activity.

**Adrenaline Auto-injectors for General Use:**

Courtenay Gardens Primary School will purchase Adrenaline Auto-injector(s) for general use and as a back up to those supplied by parents. (no less than 2)

The Principal will determine the number of additional Adrenaline Auto-injector(s) required. In doing so the Principal will take into account the following relevant considerations:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis,
- the accessibility of Adrenaline Auto-injectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis,
- the availability and sufficient supply of Adrenaline Auto-injectors for General Use in specified location at the school, including
- in the school yard, and at excursions, camps and special events conducted or organised by the school, and
- 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 – Staff:**

All staff will be briefed once a semester by a staff member who has up to date anaphylaxis management training on:

- school's anaphylaxis management policy,
- the causes, symptoms and treatment of anaphylaxis,
- the identities of students diagnosed at risk of anaphylaxis and where their Adrenaline Auto-injectors/medication is stored,
- all staff will complete the on-line Schools Anaphylactic Training, followed by the Auto Injector Training which is administered by a trained member of staff, (2 staff completed Anaphylaxis Awareness Training 10313NAT in line with DET requirements),

- the school's first aid and emergency response procedures,
- emergency responses.
- **DO NOT** administer another child's Adrenaline Auto-injector to a student unless authorised by an ambulance officer (000).
- New staff are briefed during Induction on the Anaphylaxis Management Policy and training requirements.
- CRT's not trained in anaphylaxis will have an anaphylactic child moved to another grade in the same level.
- The First Aid Officer updates school first aid records in accordance with ASCIA's provided annually or in the instance of a condition change or a reaction occurs.

**Casual Relief Teachers (CRT's):**

Front of CRT's folders are clearly labelled with a warning that alerts the teacher that a child in the grade they have is anaphylactic. Details and procedures for dealing with this child are contained within the folder.

**Student Awareness:**

Always take food allergies seriously – severe allergies are no joke:

- you must not share food,
- know what your friends are allergic to,
- if a school friend becomes sick, get help immediately,
- wash your hands after eating.

**4. EVALUATION:**

An Annual Risk Management Checklist will be completed in December of each year.

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

