

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 school.

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

Eagle Point Primary School will comply with the Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time. This includes developing and maintaining an Anaphylaxis Management Policy.

1.0 Purpose

- 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 raise awareness about Anaphylaxis and the school's policy within the school community.
- To engage with parents in developing risk minimisation and management strategies for the student.

2.0 Implementation

- Anaphylaxis is a severe 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.
- After a family has made a decision to enrol their child, a Student Support Group Meeting (SSG) is held to share information relevant to the child's education. (Please refer to the current year's PSD guidelines handbook)
- Input from the child's current school/kindergarten is strongly encouraged and comes in the form of professionals attending the meeting and/or providing relevant paperwork.

Schools are required to undergo training before enrolling a child at risk of or diagnosed as having anaphylaxis. They are not required to undergo training if they do not have anaphylactic children at the school. Eagle Point Primary School currently does have children diagnosed as anaphylactic enrolled. In accordance with the policy, staff will be trained and the following procedures adhered to.

3.0 Our school will manage anaphylaxis by:

- Providing professional development for all staff.
- All staff will be briefed at least twice a year by a staff member who has up to date anaphylaxis management training.
- 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 EpiPen® if necessary, both of which will be maintained and displayed in the First Aid and classroom roll as required.
- Ensuring that all staff are provided with professional development on the response to anaphylaxis and the proper use of an EpiPen®.
- Classroom roll 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.
- Identification posters of children with anaphylaxis will be distributed to each staff member to be displayed within the classroom roll.
- In the event of an anaphylaxis emergency a staff member will follow the School Anaphylaxis Action Plan (outlined below).

4.0 School Anaphylaxis 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 the EpiPen® if required.
- If there is an anaphylaxis emergency **in the playground**, teachers will send a student or staff member to notify the office. An appropriately trained staff member will promptly take the EpiPen® from the First Aid room, to the child.
 1. A staff member (trained in use of EpiPen®) will administer the adrenaline auto injecting device to the student needing treatment (using student's EpiPen® and following the action plan for that particular student).
 2. A staff member will ring for an ambulance. First aid staff will reassure and monitor student until the ambulance arrives.
 3. A staff member will need to wait at the school entrance to direct ambulance officers to the emergency scene.
 4. A staff member will ring parents / guardians to inform them of the situation.
 5. A staff member will remain with the child at ALL times.

5.0 Individual Anaphylaxis Management Plans:

The principal will ensure that an individual management plan is developed, in consultation with the student's parents and medical practitioner, 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 the student enrolls, and before their first day of 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 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 in writing 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.
- Provide the school with an Adrenaline Autoinjector that is current and not expired for their child.

6.0 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 and alternative food menu or request the parent/carer to provide a meal.
- The student's EpiPen® and a mobile phone must be taken on all excursions.
- 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 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.

7.0 Storage of EpiPen®:

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

- The school will purchase and make accessible at least 1 (one) EpiPen® for General Use.
- EpiPen® will be stored in the First Aid Room, in an unlocked, easily accessible place away from direct heat. (Not in a fridge or freezer)
- EpiPen® will be clearly labelled with the student's name, with a copy of the ASCIA Action Plan.
- Each student's EpiPen® will be distinguishable from other student's EpiPen® and medications.
- All staff will know where the EpiPen® is located.
- EpiPen® 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® will be kept in class or carried in a bumbag in the yard.

EpiPen® should not be cloudy or out of date. EpiPen® 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, 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®.

8.0 Links and Appendices

Links which are connected to this policy are:

Anaphylaxis Guidelines February 2014 -

<http://www.education.vic.gov.au/school/principals/health/Pages/anaphylaxis.aspx>

Ministerial Order 706: Anaphylaxis Management in Victorian Schools 2006 -

<http://www.education.vic.gov.au/Documents/school/teachers/health/acpministerialorder90.pdf>

Appendices which are connected to this policy are:

- Appendix A: Anaphylaxis Risk Management Checklist
- Appendix B: ASCIA Action Plan

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle in line with current DEED current policy and guidelines.
- Review Date May 2017

Principal _____ School Council President _____

This policy to be ratified by School Council in....

May 2014