



NORTH GEELONG SECONDARY COLLEGE

ANAPHYLAXIS POLICY

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North Geelong Secondary College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Resources

The Anaphylaxis Guidelines can be found at:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

The ASCIA *Anaphylaxis Action Plan proforma* can be downloaded from:

www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm

Resources for training purposes (by a trainer) can be found at:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

A template of the Risk Management Checklist can be found at Appendix 4 of the Anaphylaxis Guidelines for Victorian Schools or the Department's website:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Information for canteens and further advice on risk minimisation strategies can be found at:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

INTRODUCTION

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 auto-injector (i.e. EpiPen®/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 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.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

- The Principal (or nominee) will ensure that an individual anaphylaxis management plan is developed, in consultation with the student's parents/carers, 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.
- 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 responsible for implementing the strategies.
 - Information on where the student's medication will be stored.
 - The student's emergency contact details.
- The Individual Anaphylaxis Action Plan (ASCIA Action Plan), provided by the parent, will:
 - Set out the emergency procedures to be taken in the event of an allergic reaction
 - Be signed by a medical practitioner who was treating the child on the date the practitioner signs the plan
 - Contain an up-to-date photograph of the child
- 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
- immediately after a student has had 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 the child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.
- 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.
- Staff members will inform volunteers and casual relief staff of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.
- All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:
 - the schools 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

STAFF TRAINING

- Teachers and other school staff who conduct classes with students at risk of anaphylaxis or attend to or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management course.
- At times when the student is under the care or supervision of the school, including excursions, yard duty, camps, and special event days, the principal shall ensure that there is a sufficient number of staff who have had up-to-date training in an anaphylaxis management course.

EVALUATION

- The Anaphylaxis policy and management procedures will be monitored and reviewed regularly by the Assistant Principal, the First Aid Coordinator and the school nurse in conjunction with the parents of the students with Individual Anaphylaxis Action Plans.
- This policy will also be reviewed as part of the school's regular policy review process.

IMPLEMENTATION

- All students suffering anaphylaxis have an Anaphylaxis Action Plan completed by their parents and signed by a medical practitioner.
- A copy of the Action Plan is located in the staff room and general office in a prominent position.
- Children have their own adrenaline auto-injector (i.e. EpiPen/AnaPen) located in a named container in the general office.
- Prompt administration of the adrenaline auto-injector (i.e. EpiPen/AnaPen) is crucial in a severe allergic emergency.
- Consult the students Individual Anaphylaxis Action Plan.
- As an adrenaline auto-injector (i.e. EpiPen/AnaPen) is prescribed for that particular student and is a prescription based on body weight, it is important that children's own adrenaline auto-injector (i.e. EpiPen/AnaPen) is administered to them.
- **DO NOT** administer another student's Adrenaline auto-injector (i.e. EpiPen/AnaPen) to a student unless there is no Adrenaline auto-injector (i.e. EpiPen/AnaPen) available and there is an emergency with the child.
- North Geelong Secondary College has one adrenaline auto-injector available for any emergency use within the school.

COMMUNICATION PLAN

The school will have a Communication Plan to raise staff, students and school community awareness about anaphylaxis, severe allergies and the following school rules:

- Students are encouraged not to share food
- The class teacher must be aware if a student is bringing food into the school to share with others (i.e. class parties)
- Parents should not provide food to any student, other than their own child unless prior arrangement has been made between the parents
- Staff must be aware of students in their class who have anaphylaxis and must be aware of their management plan
- In areas which provide gloves (i.e. Food Technology and Art) latex free gloves must be available
- Food Technology should use the nut free workspace for students at risk of anaphylaxis
- Adrenaline auto-injectors (i.e. EpiPen/AnaPen) will be stored in the general office. All containers will be labelled with the students name and the adrenaline auto-injector (i.e. EpiPen/AnaPen) expiry date.
- First Aid staff will contact the students parents when the adrenaline auto-injector (i.e. EpiPen/AnaPen) is about to expire and it is the parents responsibility to provide a new Adrenaline auto-injector (i.e. EpiPen/AnaPen) for the student
- Staff must ensure that students at risk of anaphylaxis have an auto-injector available at all times, this includes at school, on excursions, sports days, special events days and camps
- Teachers to liaise with first aid staff regarding student medical conditions and requirements prior off school campus activities

RESPONSIBILITIES

Parents will be responsible for:

- Providing an Individual Anaphylaxis Action Plan (from Australasian Society of Clinical Immunology and Allergy - ASCIA) for their child that has been developed in consultation with a medical practitioner.
- Providing information at the time of enrolment about their child's allergies and if needed, an Individual Anaphylaxis Action Plan for their child.
- Providing one adrenaline auto-injector (i.e. EpiPen/AnaPen) for school use.
- Recording the expiry date of medications placed at school and ensuring the timely replacement of those medications/EpiPens/AnaPens.
- Informing the school if their child's medical condition changes, and if relevant, providing an updated Individual Anaphylaxis Action Plan.

The ASCIA Individual Anaphylaxis Action Plans provided by parents will:

- Contain detailed information about diagnosis; including the type of allergy or allergies the student has, based on diagnosis by the medical practitioner.
- Provide strategies to minimise the risk of exposure to allergens while the student is under care / supervision of school staff, for in- school and out of school setting such as camps, special events days and excursions.
- Contain a current photo for the Action Plan when it is provided to the school and whenever it is reviewed.
- Contain current parent emergency contact phone numbers
- Provide an explanation of symptoms and directions for action should a reaction occur
- Be signed by a medical practitioner who is treating the child on the date of signing the emergency procedure plan.

The ASCIA *Anaphylaxis Action Plan proforma* can be downloaded from:

www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm

The school will ensure that:

- Individual Anaphylaxis Action Plans are displayed in the Staff room and general office.
- A copy of Individual Anaphylaxis Action Plans will be attached to each enrolment record, placed in the Serious Illness Register (general office) and if appropriate included in the camp health documents folder.
- Individual Anaphylaxis Action Plans are reviewed in consultation with parents/ carers annually, if conditions change or immediately after a student has an anaphylactic reaction at school.
- The First Aid Officer updates school first aid records in accordance with action plans annually or if conditions change or a reaction occurs.
- The Casual Relief Teacher (CRT) coordinator (Daily Organiser) informs CRTs of students at risk of anaphylaxis in their class and provides information on the procedures for dealing with an anaphylactic reaction within class buildings and out in the yard.
- At risk students who are under the care or supervision of the school during yard duty, excursions, camps and special events, are provided with a sufficient number of staff members present who have current training in anaphylaxis management.
- School staff members on excursions, outings and camps carry an adrenaline auto-injector (i.e. EpiPen/AnaPen) for each student with an Individual Anaphylaxis Action

Plan and the adrenaline auto-injector (i.e. EpiPen/AnaPen) is accessible to the adult who is responsible for or accompanying the child during the activity.

- An interim plan is made for any new students enrolled, developed in conjunction with parents and to be replaced by an Individual Anaphylaxis Action Plan (ASCIA) developed with their doctor and returned to the first aid officer within a week of enrolment.
- Induction for new staff will include anaphylaxis awareness information and appropriate training will be sought as soon as possible for new staff.
- A school communication plan is in place providing current information for all staff, students and parents about anaphylaxis.
- The communication plan includes information about what steps will be taken to respond to a student's anaphylactic reaction in a classroom, in the yard, on a school excursion, camp and special event day.
- School staff are trained in anaphylaxis risk assessment and management as soon as practicable from the start of the school year and participate in an update in Semester 2.
- Staff are briefed once a semester 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 medication is stored
 - how to use an EpiPen (auto adrenaline injecting device)
 - The school's first aid procedures and each student's Anaphylaxis Action Plan procedures when responding to an anaphylactic reaction.
- Anaphylaxis training will occur in accordance with DE&T guidelines
- Adrenaline Auto-injectors (i.e. EpiPens/AnaPens) of children identified by Individual Anaphylaxis Action Plans are kept in individual containers that are clearly labelled. The containers are kept in the general office in a clearly identified cupboard.

School staff will follow these prevention strategies:

- Know student/s in their class or classes who are at risk and be familiar with their individual management plans and have up to date training in anaphylaxis management.
- Have discussions with students about the importance of washing hands, eating their own food and not sharing food with others.
- Be aware of hidden allergens or ingredients used for cooking, science and technology or art classes e.g. egg or milk cartons.
- Know where medication for at risk students is stored and how to use it.

This policy was last ratified by School Council on...	18th June 2014
Policy to be reviewed - 16 August 2016	Regularly, and as relevant circumstances change.