Anaphylaxis Management Policy

Rationale
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® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

Principles
In order to comply with the Ministerial Order 706 and guidelines on Anaphylaxis Management at St Damian’s we 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 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

Procedure and Management Plans
In February of each year the Annual Risk Management Plan will be undertaken

At St. Damian’s:
• 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 after the student enrols, 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 excursion
(Note: Appendix 2: p 21 – 23) of the Anaphylaxis Guidelines for Victorian
Governments Schools contains advice about a range of prevention strategies that can be put in place. 
- 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

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
- includes an up to date photograph of the student

- the red and blue ‘ASCIA Action Plan’ used is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis
- 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 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)

Management
At St. Damian’s:
- all staff will be briefed twice yearly on:
  - the 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 located
  - how to use an autoadrenaline injecting device
  - the school’s first aid and emergency response procedures

Staff Training and Emergency Response
At St. Damian’s:
- 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
- the principal will identify the school staff to be trained based on a risk assessment
- training will be provided to these staff as soon as practicable after the student enrolls
- wherever possible, training will take place before the student’s first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents
- the school’s first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction
Action Plan

In-school settings
Within the classrooms at St. Damian’s we will:

- keep a copy of the student’s ASCIA Action Plan in the classroom
- liaise with parents/carers about food related activities ahead of time
- recommend that parents/carers provide a treat box with alternative treats if food treats are used in class. Treat boxes should be clearly labelled and only handled by the student
- discourage food from outside sources to a student who is at risk of anaphylaxis
- be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons)
- have regular discussions with students about the importance of washing hands, eating their own food and not sharing food
- ensure the deputy principal or nominee informs casual relief teachers of students at risk of anaphylaxis, preventive strategies in place and the school’s emergency procedures
- make casual relief teachers aware of a copy of the student’s ASCIA Action Plan kept in a red folder housed in a red magazine box on the teacher’s desk within the classroom and First Aid room
- with permission of the parent/carer ask the classroom teacher to send home a letter informing all parents that a student at risk of anaphylaxis is a class member

Yard
On the yard at St. Damian’s:

- students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants
- consideration will be given to plants and sources of water in the playground so that the student can avoid them without being unfairly limited
- lawns will be mowed and outdoor bins are fitted with lids
- students will be encouraged to keep drinks and food covered while outdoors
- sufficient staff on yard duty will be trained in the administration of the EpiPen® to be able to respond quickly if needed
- the EpiPen® will be easily accessible from the yard and stored in the First Aid room
- staff on yard duty will carry a communication card 'EPIPEN' in the First Aid bag to notify the general office/first aid team of an anaphylactic reaction in the yard. Teachers will not leave a student who is experiencing an anaphylactic reaction unattended – the teacher will direct another person to bring the EpiPen®

Adrenaline Autoinjectors (Epipens) both personal and general, are stored in a clearly labelled cupboard in the First Aid Room.

During Special events e.g. sporting events, incursions, class parties, etc
At St. Damian’s:

- when special occasions occur, class teachers will consult parents/carers in advance to either develop an alternative food menu or request the parents/carers to send a meal for the student
- parents/carers of other students will be informed about foods that may cause allergic reactions in students at risk of anaphylaxis
- the use of party balloons, swimming caps, bandaids and rubber gloves will be monitored if a student is allergic to latex
- staff will know where the EpiPen® is located and how to access it if required

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Out-of-school settings
At St. Damian’s on planned field trips and excursions:
- the student’s EpiPen®, ASCIA Action Plan and a mobile phone will be taken
- a staff member or team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen® will accompany the student on field trips or excursions. All staff present will be aware if there is a student at risk of anaphylaxis
- staff will develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction
- the school will consult parents/carers in advance to discuss issues that may arise, to develop an alternative food menu or request the parent/carer to send a meal (if required)
- parents/carers may wish to accompany their child. This will be discussed with parents/carers as another strategy for supporting the student

Camps
At St. Damian’s planned camps:
- there will be in place a risk management strategy for students at risk of anaphylaxis, developed in consultation with the student’s parents/carers
- camp personnel will be advised in advance of any students with food allergies
- staff will liaise with parents/carers to develop alternative menus or allow students to bring their own meals
- use of other substances containing allergens will be avoided where possible
- the student’s EpiPen®, ASCIA Action Plan and a mobile phone will be taken
- the team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen® will accompany the student. However, all staff will be aware if there is a student at risk of anaphylaxis
- staff will develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction
- the camp coordinator will be aware of local emergency services in the area and how to access them and will liaise with them before the camp
- the EpiPen® will remain close to the student (and other students if appropriate) and staff will be aware of its location at all times
- the EpiPen® will be carried in the school first aid kit. Our school will encourage students to carry their own EpiPen® on camp
- students with anaphylactic responses to insects will be encouraged to wear closed shoes and long-sleeved garments when outdoors and will be encouraged to stay away from water or flowering plants
- cooking and art and craft games will not involve the use of known allergens. Consideration of allergens will be given to eating in cabins
Anaphylaxis Communication Plan

Communication Plan
At St. Damian’s:

- 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
- volunteers and casual relief staff of students at risk of anaphylaxis will be informed about students at risk of anaphylaxis, and their role in responding to an anaphylactic reaction by a student in their care by principal, deputy principal, classroom teacher and office staff

Raising staff awareness
At St. Damian’s all staff involved in the care of students at risk of anaphylaxis, including class teachers, specialist teachers, office staff, casual relief teachers and administrative staff should know:

- the causes, symptoms and treatment of anaphylaxis
- the identities of students who are at risk of anaphylaxis
- the preventative strategies in place
- where EpiPens® are kept
- the school’s first aid and emergency response procedures
- their role in responding to a severe allergic reaction.

At St. Damian’s we will achieve this by:

- allocating time at a two compulsory staff meeting during the year, to discuss, practise and review the school’s management strategies for students at risk of anaphylaxis
- providing and displaying copies of the student’s ASCIA Action Plan in classrooms and First Aid room
- ensuring that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response

The principal, deputy or deputy’s nominee has responsibility for briefing new staff (volunteers or casual relief staff) about students at risk of anaphylaxis, the school’s policies and prevention strategies.

Raising student awareness
At St. Damian’s Peer Support is an important element of support for students at risk of anaphylaxis. Class teachers will discuss the topic with students in class, with a few simple key messages:

- always take food allergies seriously – severe allergies are no joke
- don’t share your food with friends who have food allergies
- wash your hands after eating
- know what your friends are allergic to
- if schoolmate becomes sick, get help immediately
- be respectful of a schoolmate’s EpiPen®
- do not pressure your friends to eat food that they are allergic to.

Engage the broader school community
At St. Damian’s:

- awareness of the issues of anaphylaxis will be communicated through the school newsletter and through provision of the web site on the school intranet.

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• with permission of the parent/carer, the classroom teacher will send home a letter informing all parents that a student at risk of anaphylaxis is a class member
• information for parents – ‘Anaphylaxis Management in Schools’ – Ministerial Order 706, will be sent home annually

Privacy considerations
At St. Damian’s written consent will be obtained to display the student’s name, photograph and relevant treatment details in First Aid room.
# 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

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<td>Phone:</td>
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<th>Other emergency contacts (if parent/carer not available):</th>
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<th>Emergency care to be provided at school:</th>
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<th>EpiPen® storage:</th>
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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:

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### Strategies To Avoid Allergens

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