

FLEETWOOD PRIMARY SCHOOL ANAPHYLAXIS MANAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Community Liaison Officer office: 9705-2281

Ministerial Order 706 – Anaphylaxis Management in Schools

Purpose

Fleetwood Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

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

- To provide a safe and supportive environment in which students at risk of Anaphylaxis can participate equally in all aspects of their schooling.
- To raise awareness and reduce the risk of an anaphylaxis reaction occurring. Through staff training and effective anaphylaxis management strategies being employed as detailed in this policy.
- train staff about Anaphylaxis and Fleetwood Primary School 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 Fleetwood Primary School policy and procedures in responding to an anaphylactic reaction.
- Create emergency response procedures in the event of an anaphylaxis reaction.

Definitions

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, grasses and medication.

Implementation

Individual anaphylaxis management plans

Adrenalin given through an EpiPen auto injector to the muscle of the outer mid thigh is the most effective first aid treatment for Anaphylaxis. The Principal will ensure that an individual management plan is developed, in consultation with the students' parent/carer, 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 attendance at Fleetwood Primary School.

The individual Anaphylaxis Management Plan (IAMP) will set out the following:

- a) Information about the diagnosis, including the type of allergy or allergies the student has (based on the diagnosis from their doctor).
- b) There are two types of plans: Red for severe reactions and Green for mild cases.
- c) Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of the Officer SC staff, for in school and out of school settings including camps and excursions.
- d) The name of the person/s responsible for implementing the strategies.
- e) Information on where the students' EpiPen will be stored.
- f) The student's emergency contact details (parent/carer/medical practitioner).
- g) An emergency procedure 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 student on the date the practitioner signs the emergency procedure plan.
 - *Includes an up-to-date photograph of the student.

The student's IAMP will be reviewed, in consultation with the student's parent/carer: annually; if the student's medical condition changes; as soon as practicable after a student has had an anaphylactic reaction; or when the student is to participate in an off-site activity (eg. camp or excursion) or at special food related school events.

It is the responsibility of the parent to:

- a) Provide the emergency procedure plan (ASCIA Action Plan)
- b) Inform the school if their child's medical condition changes, and if relevant, provide an updated ASCIA Action Plan.
- c) Provide an up-to-date photo for the Action Plan when the plan is provided to the school and when it is reviewed.
- d) Provide an up-to-date EpiPen.

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 schools Anaphylaxis management plan.

The Communication Plan includes information about steps that will be taken in response to an anaphylactic reaction by a student in the classroom, in the schoolyard and on school camps and excursions.

Volunteers and casual relief staff will be informed of students at risk of Anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the Assistant Principal or nominee.

The Principal is responsible for ensuring that all staff will be briefed once each semester by a staff member who has up-to-date Anaphylaxis management training.

Students' awareness of Anaphylaxis and Anaphylaxis management will be raised through fact sheets, home groups, corridors and classrooms and posters.

Names and photos of the students will be displayed in the Social Staffroom, Main Office, Resource Room (library), Canteen and Sick Bay.

Parents and the wider community will be informed about Anaphylaxis and the Anaphylaxis management via our school newsletter once each semester.

Provision and storage of auto-injectors (EpiPens)

EpiPens are located in the sickbay in heat/cool resistant pouches hanging on the wall closest to the office entry (named as generic adult/junior/or individual students names). The student's EpiPens will have the student's individual name and action plan attached. There is a sign in and out procedure for off-site activities.

The Principal will purchase Adrenaline Auto injector(s) for general use (purchased by the School) and as a back up to those supplied by Parents. In determining the number of additional Adrenaline Auto injector(s) required, the following will be taken into account:-

- o the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- o the accessibility of Adrenaline Auto injectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- o the availability and sufficient supply of Adrenaline Auto injectors for General Use in specified locations at the School, including
- o in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- o the Adrenaline Auto injectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School's expense, either at the time of use or expiry, whichever is first.
- o General use Adrenaline Auto injectors are stored in First Aid in a clearly labelled box

On school excursions or special event days away from school or in a distant location on the school property

- o the student's Anaphylaxis Kit is to travel with the student's supervising
- o teacher or First Aid teacher if one is appointed unless, by agreement with the parent, the student carries the Anaphylaxis Kit with them.

On school camps and tours

- o parents are required to supply two of the student's Anaphylaxis Kits.
- o the parents to the student medical form should also attach the student's ASCIA Action Plan.
- o the student's Anaphylaxis Kit is to travel with the student's supervising First Aid teacher, or by agreement with the parent, the student carries their Anaphylaxis Kit with them.
- o the student's Anaphylaxis Kit is to travel with the student in the student's school bag.

* All incidents requiring the use of the EpiPen need to be reported to the Emergency Services Management, DET on 95896266. Refer to Assistant Principal/Principal.

Procedures to respond to anaphylaxis emergencies

The school's first aid procedures and student's emergency procedure plan (Action Plan) will be followed in responding to an anaphylactic reaction.

Procedures to respond to anaphylactic reaction in the classroom

- the teacher will stay with the student
- a student will be sent to the office who will advise the First Aid Officer and the Principal team with the Student's name. The office will call for an ambulance
- the First Aid Officer should take the individual student's Anapen/EpiPen and action plan to the student needing attention and administer as required, noting the time given
- phone parent/carer
- a member of staff will meet an ambulance at the entrance to school and direct to the appropriate area.

Procedures to respond to anaphylactic reaction in the playground

- yard duty teacher to stay with the student
- a student will be sent to the office who will advise the First Aid Officer and the Principal team with the student's name. The office will call for an ambulance
- the First Aid Officer should take the individual student's Anapen/EpiPen and action plan to the student needing attention and administer as require, noting the time given
- phone parent/carer
- a member of staff will meet an ambulance at the entrance to school and direct to the appropriate area.

School Camps, Excursions and Special Event Days

- when a student diagnosed at risk of Anaphylaxis is involved in any of the above, the student's EpiPen and Action Plan as well as a mobile phone must be taken with the student.
- a staff member who has been trained in the use of the EpiPen **must** accompany the student on any trip away.
- the teacher in charge of the activity must collect and sign out the student's EpiPen and Action Plan from the Library.
- **campers must be advised in advance of any students with food allergies**
- the EpiPen should be carried in the first aid kit taken from our school and remain close to the student. Staff must be aware of its location at all times.

Procedure for an anaphylactic reaction while on School Camps

- the teacher must stay with the student and send another adult or responsible student to get the EpiPen and Action Plan from the first aid kit.
- a person with up- to -date training on the use of the EpiPen will administer as required. Please note the time given.
- call ambulance 000
- contact parent/carer
- contact Fleetwood Primary School
- anaphylaxis advice line 1300725911

Staff briefing and training

The Principal is responsible for ensuring that all staff who conduct classes that students at risk of anaphylaxis attend will have up to date anaphylaxis management training and that they are also briefed at least twice per year. Based on a risk assessment, the principal may also identify other staff that need to be trained.

The first briefing will occur at the commencement of the school year and be delivered by a qualified staff trainer who has successfully completed an anaphylaxis management course within the last 12 months.

The staff briefings are to include:-

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students at risk of anaphylaxis, details of their condition and location of their medication
- risk minimization strategies
- how to use an adrenaline auto-injector which includes hands on practice with a trainer auto-injector
- the school's first aid and emergency response procedures
- the location of and access to adrenaline auto-injector provided to the school by parents/guardians as well as the adrenaline auto-injector which has been purchased by the school as "back up" or for general use

A school nurse will also be employed to oversee processes and protocols.

The training courses that relevant staff are to participate in and which are approved by the Secretary, Department of Education and Training are:

1. **ASCIA Anaphylaxis e-training for Victorian Schools** followed by an EpiPen competency check by qualified anaphylaxis trainers (3 staff in total) AND **Course in Verifying the Correct Use of Adrenaline Auto-injector Devices 22303VIC**. All staff will participate in the e-training course.
OR
2. 22300VIC Course in First Aid Management of Anaphylaxis
3. 10313NAT Course in Anaphylaxis Awareness

Whenever possible, training will take place before a student's first day at school. Where this is not possible, the principal will ensure that an interim plan will be developed in consultation with the parents. Training and a briefing will then occur as soon as possible after the interim plan is developed.

Information will also be regularly disseminated to staff throughout the course of the year reflecting any changes where this occurs.

Risk management strategies

Preventative measures will include:

- Awareness to risks of nuts and nut products eg. peanut butter and Nutella
- Signage to remind the community about this exclusion
- Professional development for all staff on anaphylaxis
- Ensuring staff are aware of anaphylactic students and staff on site

All staff members should know who the child/student at risk of anaphylaxis is by sight. They are not to be left alone when complaining of feeling unwell, even in sickbay. Their complaints should always be taken seriously.

The many areas of risk and the strategies one might implement to reduce the risk of an allergic reaction vary greatly according to a number of factors including:

- the age of the child at risk
- the age of their peers
- what the child is allergic to
- the severity of the child's allergy
- the environment they are in
- the level of training staff have received.

Risk Minimisation Strategies are found in *Appendix 1*

Information on strategies to help prevent insect sting reactions is included at the end of the list of strategies. In young children, the risk of anaphylaxis from insect sting reactions is much lower than the risk from food allergic reactions but it certainly does still occur.

Important

A copy of the most recent Anaphylaxis Management information with an up to date list of the students at risk of anaphylaxis will be available to all staff at the commencement of each school year and added to the CRT folders

An annual risk management assessment will be undertaken and a checklist completed in conjunction with the annual review of the school's Anaphylaxis Management Policy and Procedures in March of every year or as required in response to any legislative requirements.

Further information can be obtained from:

- The Royal Children's Hospital Anaphylaxis Advisory Line on 1300 725 911 (toll free) or (03) 9345 4235
- 1300 728 000 or www.allergyfacts.org.au
- Anaphylaxis management in schools (DET)

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website

Appendices

1. *Risk minimisation*
2. *Annual checklist*

Further information and resources

[Anaphylaxis](#)

Policy review and approval

Policy last reviewed	March 2023
Approved by	Principal
Reviewed annually	First Aid Officer
Next scheduled review date	March 2024