# Purpose / Rationale

**Rationale:**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. It occurs after exposure to an allergen. 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. Symptoms may appear within minutes to hours post exposure. Symptoms can range from mild, (swelling of lips face and eyes, hives) to severe, (tongue swelling, noisy breathing, coughing, vomiting, pale, dizzy and collapse).

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 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 for responding to an anaphylactic reaction.

# Implementation/ Process

1. **Guidelines**

**1.1** Severe anaphylactic reactions can develop within minutes after exposure to the allergen and requires a swift response of adrenaline given via an auto injector to treat life-threatening reactions,

**1.2** Parents should notify, at the time of enrolment, if their child has been identified as at risk of anaphylaxis or as soon as the child is diagnosed

**1.3** It is the responsibility of the Principal Nominee, Parents and /or Nurse to liaise with class teachers yearly, to share information regarding the student’s current anaphylaxis management plan that has been completed and signed in consultation with the student’s doctor,

**1.4** All staff shall be made aware of relevant information for all students at risk of anaphylaxis at the first full staff meeting for the year and as part of new staff inductions. Any anaphylaxis updates or new anaphylaxis information and management plans will be shared at staff briefings throughout the year as required or via Compass. Updated *Individual Anaphylaxis Emergency Action Plans* (ASCIA) plans will be uploaded to Compass via Chronicle.

**1.5** All Casual Replacement Teachers (CRTs) employed will be provided with information folders. Those teaching classes where children have been identified as being at risk of anaphylactic reaction will be required to familiarise themselves with the relevant child and the relevant *Individual Anaphylaxis Action Plan* and *Individual Anaphylaxis Management Plan*.

**1.6** The school will comply with ministerial order 706 (Anaphylaxis Management in Schools) and the associated guidelines

**2. Implementation:**

**2.1** Parents will be responsible for:

* Providing an *Individual Anaphylaxis Emergency Action Plan* (from Australasian Society of Clinical Immunology and Allergy Action Plan) for each child, that has been developed in consultation with the student’s medical practitioner. This must be provided at enrolment or as soon as practical . A photo must be provided.
* The provision of at least one adrenaline auto injector for school use to be kept in the first aid room. Those who prefer can also keep another one in the classroom with their child,
* Recording the expiry date of medications placed at school and the timely replacement of those medications /adrenaline auto injectors. A reminder letter will be sent out by the school nurse prior to the medications expiring,
* Informing the school if their child’s medical condition changes and if relevant, provide an updated *Individual Anaphylaxis Emergency Action Plan and Management Plan* accordingly.

The *Individual Anaphylaxis Emergency Action Plans* (ASCIA action plan) *and Individual Anaphylaxis Management Plan* provided by parents will:

* Contain detailed information about diagnosis, including the type of allergy or allergies the students has based on diagnosis by their medical practitioner. This will be undated yearly in consultation with parents.
* 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. Staff need to be aware of where the adrenaline auto injector is stored.
* Contain an up to date photo for the ASCIA Action Plan when it is provided to the school and whenever it is reviewed,
* Contain current parent emergency contact phone numbers,
* Be signed by a medical practitioner who is treating the child on the date of signing the Emergency Action Plan.

These forms can be downloaded from: www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm and ASCIA

www.allergy.org.au

**2.2** The school will ensure that:

* *Individual Anaphylaxis Emergency Action Plans* (ASCIA) are displayed in; the bag with the adrenaline auto injector device, the First Aid Office and in the individual child’s classroom in a medical alert folder. A copy of the plans will be attached to each enrolment record, camp documents, CRT booklets and a mini card containing important information will be carried on yard duty in a First Aid bag to identify students at risk. Copies of *Individual Anaphylaxis Emergency Action Plans* (ASCIA) will also be kept in the First Aid Office in an anaphylaxis folder. Updated *Individual Anaphylaxis Emergency Action Plans* (ASCIA) plans will be uploaded to Compass via Chronicle. Staff on yard duty are encouraged to always carry a mobile phone.
* *Individual Anaphylaxis Emergency Action Plans* are reviewed by carers in consultation with the child’s doctor annually or when the adrenaline auto injector is due to be renewed, and if conditions change, or immediately after a student has an anaphylactic reaction,
* The Nurse updates school first aid records in accordance with annual *ASCIA Action Plans* and *Individual Student’s Anaphylaxis Management Plan* or if conditions change or reaction occurs,
* The Nurse checks dates of the adrenaline auto injectors kept in the first aid room each term and checks auto-injectors for cloudiness and notifies parents accordingly,
* The Casual Relief Teacher (CRT) coordinator and / or Administration Office informs CRT’s of students at risk of anaphylaxis in their class and will provide them with the relevant class CRT booklet for reference that includes:
	+ - * copy of *Individual ASCIA Action Plans* and preventative strategies in place,
			* *Individual Students Anaphylaxis Management Plan,*
			* When responding to an anaphylactic reaction, the Hampton Primary School Communication Plan and the Emergency Management Response Plan will be followed.
			* The Canteen Manager has been notified of at risk students and their classes and must:
			* brief staff /volunteers of where information is kept or displayed in relation to students at risk of anaphylaxis, including photo identification and list prevention strategies,
			* Promote a ‘no sharing’ of food approach and be aware of contamination of other foods when preparing, handling or displaying food. They should make sure all surfaces are wiped down regularly (refer to safe food handling and food safety standards)
			* ‘At risk’ students who are under the care or supervision of the school (yard duty, excursions, camps and special events) are provided with sufficient numbers of staff in attendance that have up to date training in anaphylaxis management,
			* Adrenaline auto injectors are to be carried by school staff on excursions, camps and special days and use adult to adult handover,
			* The school will purchase eight (8) unassigned adrenaline auto injectors as back up for the school’s first aid kits and general use.
			* The school nurse will complete an annual risk management check list as specified by DET.
			* Students will be discouraged from bringing nut and nut products to school to minimise the risk of anaphylaxis occurring.
			* School staff are trained in anaphylaxis risk assessment. They are briefed biannually and accredited every 3 years by a private assessor or online doing the e-training through the DET website, every 2 years.
			* Staff induction (of new teachers) includes anaphylaxis awareness information. Appropriate training will be sought as soon as possible where it is not possible to train new teachers before they commence the school year, or where they commence duties after training has occurred,
			* The schools anaphylaxis policy is accessible via the school website,
			* A *School’s Communication* and Emergency *Response Management Plan* is in place and provides up to date at risk information for all staff, students and parents about anaphylaxis.
			* The *Communication Plan* includes:
			* Information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the schoolyard, on a school excursion and / or camp and special event days and how the school will communicate anaphylaxis information to the School Community.
			* Staff are briefed once a semester (biannually) by the school Nurse 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 medication and information are stored,
			* how to use an auto adrenaline injecting device,
			* the school’s Emergency Response and Communication Plan for Anaphylaxis, first aid procedures, *ASCIA Action Plans and Students’ Anaphylaxis Management Plans* which is to be followed when managing and responding to an anaphylactic reaction.
			* The school will provide anaphylaxis awareness information for the whole school community through the school newsletter twice yearly or via compass,
			* what is expected of staff in regards to anaphylaxis
			* The adrenaline auto injectors of children identified as ‘at risk of Anaphylaxis’ according to their *ACSIA Action Plans,* are clearly labelled and accessible in the school first aid room. Another adrenaline auto injector may be provided by parents for classroom use if they prefer to have 2 within the school.
			* In the event of an anaphylactic reaction, the school’s first aid and emergency management response procedures, and the student’s individual management plan will be followed and reviewed thereafter.

**2.3** School staff will follow these prevention strategies:

Teachers will be required to:

* Know student/s in their class or classes who are at risk and be familiar with their *ASCIA Action Plan* and the *Student’s Individual Anaphylaxis Management Plans,*
* Liaise with parents/carers about food related activities ahead of time. Whole school activities, which involve food, should always be handled in a controlled manner and must consider the guidelines and implementation principles of this policy,
* Use ‘non-food’ treats where possible, or if used, recommend that parents/carers of anaphylactic student’s provide a treat box with alternative treats. These should be clearly labelled and only handled by the individual student concerned,
* Make sure that treats from outside sources are never given to a student who is at risk of anaphylaxis and are given out at 3.30pm,
* Be aware of hidden allergens or ingredients used for cooking, science and technology or art classes, such as egg or milk cartons. Gloves should be worn when picking up rubbish if the student has anaphylaxis
* Have regular discussions with students about the importance of being allergy aware, washing hands, eating their own food, and not sharing food with others. Bins are to have lids to reduce the risk of attracting insects.
* Know where medication for anaphylactic students is stored and how to use it,
* Ensure that classes with anaphylactic children provide written information to inform other parents and students in the class, as well as the rest of the year level, of strategies to minimise the risk of accidental exposure to substances that can cause anaphylaxis.

**2.4.** School staff will follow this procedure if a serious anaphylactic reaction is suspected:

At the incident:

1. Lay the person flat, do not stand or walk. Allow them to sit if breathing is difficult and do not leave patient, be calm and reassuring
2. Access /send for and administer the Adrenalin Auto injector. Administer Autoinjector
3. Immediately call an Ambulance (000) and stipulate that a MICA unit attend and stay on line, then notify parents
4. In the rare situation where there is no marked improvement and severe symptoms are present, a second injection of the same dosage may be administered after 5 minutes and the Ambulance will advise this

**2.5.** The adrenaline auto injector used must be stored in the container and marked with date and time of administration and sent with the ambulance personnel.

**Communication and reporting of the incident:**

1. The line of communication in an emergency moves from the supervising staff member and includes the classroom teacher, Nurse / Level 2 First Aid Office personnel and senior staff members, and Principal,
2. Delegated personnel will contact the parents/emergency contacts and the Principal / Deputy Principal will contact Emergency Services Management DEECD (95896266),
3. After an emergency, a report is completed by the supervising staff member, detailing procedures and outcome and placed in the school accident register,
4. Post incident support is available for staff and students and can be provided by SSSO personnel,
5. The school nurse will complete a Cases21 Incident Notification Form.

# Supporting Documents/ Appendices

**Links**

First Aid Policy updated 2022

Medication Policy updated 2021

Emergency Management Plan updated 2021

Anaphylaxis Communication plan 2021

**Appendix**

Appendix 1: ASCIA Individual Action Plan.

Appendix 2: An example of a Student’s Anaphylaxis Management Action Plan.

Appendix 3: Anaphylaxis Action Response plan (ASCIA) - generic.

These can also be located at www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm

# Monitoring, Review and Access of the Policy

The Anaphylaxis Management Policy will be reviewed every 12 months or in accordance with any changes relevant to the Health Act, DET guidelines or ministerial orders.

# Revision and Approval History

The section records the history and review of each policy.

| **Date** | **Reviewed by** | **Description of outcome** | **Council Approval Date** |
| --- | --- | --- | --- |
| **May 2022** | **School Nurses****Education Sub-Committee** | **Recommended for School Council Ratification** | **18/05/2022** |
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