

# ANAPHYLAXIS POLICY

*This policy was last ratified by School Council on* **March 2014**

## RATIONALE

Anaphylaxis is a severe rapidly progressive allergic reaction that is potentially life threatening and requires a rapid response and is regarded as a medical emergency. 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.

Our aim is:-

- ◆ 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.

This Anaphylaxis policy has been developed to provide staff with support when dealing with an Anaphylaxis emergency. It also ensures thorough training, the responsible handling of an anaphylaxis reaction which will remove some of the fears and hesitations associated with this emergency situation. Buninyong School supports and endorses the Anaphylaxis DEECD Guidelines, which is held in conjunction with this policy. The school will comply with Ministerial order 706 and associated guidelines.

## GENERAL PRINCIPLES

The goals of the Anaphylaxis Policy are to:

- ◆ Ensure responsible handling for the treatment of anaphylaxis.
- ◆ Develop an Anaphylaxis Management Plan for the student at risk of Anaphylaxis, developed in consultation with the student's parents/carers and medical practitioner.
- ◆ Provide prevention strategies for in-school and out-of-school settings.
- ◆ Develop a communication plan to raise staff, student and school community awareness about severe allergies and the school's policy.
- ◆ Promote regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen/Ana pen®.
- ◆ Implement an alert system to notify appropriate staff when an anaphylaxis reaction occurs.

## IMPLEMENTATION

- ◆ Students and staff with risk of an anaphylaxis reaction attending the school will have an 'ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan' completed by their doctor as soon as practicable after the student enrolls and where possible before their first day of school.
- ◆ Ensure a copy of the ASCIA Action Plan for each student at risk of an anaphylaxis reaction is in place for all school activities including sports days, school excursions and camps.
- ◆ In the case of supervision and care outside of normal class activities, including in the school yard, at camps and excursions or other special events there will be a sufficient number of staff who have had anaphylaxis training and each child will accompany their teacher.
- ◆ 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 of 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.
- ◆ Ensure Anaphylaxis training for staff through professional development following the Anaphylaxis guidelines.

- ◆ Make Epipen/Anapens® and medication available at all times to those students who have a risk of an anaphylaxis reaction – this is possible with Epipen/Anapen® being located in the school’s main office.
- ◆ The school has purchased 4 adrenaline auto-injectors. Two for Scotsburn and 2 for Buninyong. One is 150mcg and the other is 300mcg.
- ◆ All staff know that in case of an anaphylactic reaction they must
  1. Have their mobile phone on them at all times
  2. Ring the office and request the epipen
  3. Do not move the child
  4. While waiting for the epipen, the teacher must ring the ambulance
  5. Office staff will ring the parents.
  
- ◆ Provision of counselling after the event of an anaphylaxis reaction occurring.

Our school does not ban any food, including nuts. This is in accordance with DEECD Guidelines.

*“Banning of food or other products is not recommended.”*

*“A ban on peanut and nut products within a school is not recommended.”*(Page 13 of DEECD Guidelines)

- ◆ The Guidelines recommend the implementation of practical, age appropriate strategies and the provision of better education and awareness to the classmates of students with Anaphylaxis. This includes in classes of students with severe food allergies, a strong routine of hand washing.

To further safeguard our students:-

- ◆ Staff will be strongly encouraged to consider options other than food for celebrations and rewards eg instead of class parties at the end of term take the children out for some special games or watch a special movie, stickers, house points etc.
- ◆ Where food is to be shared eg. Class parties, birthdays, all parents will be asked to notify the class teacher in advance that they plan to bring food to share, which will allow parents of children with severe allergies to be notified in advance and provide the opportunity to send alternative food. Parents of children with severe allergies may also choose to leave a small supply of allergy safe food for their child with the class teacher for their child to have at times where advance notice is not given to the class teacher.
- ◆ No student will be able to attend a camp or excursion without an up to date epipen/anapen.
- ◆ Every year there will be a meeting with the parents, class teacher and A.P. to discuss the student’s plan.

## **RESPONSIBILITIES**

### **School Organisation**

#### **Classroom, School Sport and Co-curricular activities (Camps, Excursions):**

The Assistant Principal (A.P.) 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 action 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, or school excursions, on school camps and special event days.

Volunteers and casual relief staff of students at risk of Anaphylaxis 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 their class teacher and A.P.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- ◆ The school's Anaphylaxis management policy.
- ◆ The cases, symptoms and treatment of Anaphylaxis.
- ◆ The identities of students diagnosed at risk of Anaphylaxis and where their medication is located.
- ◆ How to use an auto adrenaline injecting device.
- ◆ The school's first aid and emergency response procedures.

#### **Each member of staff should:**

- ◆ Recognise the possible symptoms
- ◆ Know about the Anaphylaxis Policy.
- ◆ Know the emergency treatment for an anaphylaxis reaction, including administering an EpiPen/Anapen®
- ◆ Know where the EpiPen/Anapens® and the students ASCIA Action Plan are located:
  - Main Office – Personal EpiPen/Anapens®
  - Other locations as required.
- ◆ Be aware of students who have a risk of an anaphylaxis reaction.
  - Posters on emergency treatment are located with kits and in classrooms.
  - Register located in Main Office.

#### **Staff Training and Emergency Response.**

Teachers and other school staff who conduct classes with 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, camp and special event days, the Assistant Principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

Training will be provided to all 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.

Training for the whole staff will be conducted by St John Ambulance Victoria (03 8588 8391) once every three years. The last comprehensive training by St John Ambulance was done on 6<sup>th</sup> May 2013. Staff briefings will be held twice a year for the other two years.

## **SCHOOL COMMUNITY**

### **Parents/Carers:**

- ◆ Have a responsibility to inform the school if their child has a risk of an Anaphylaxis reaction and when and if there is a change to their child's emergency treatment.
- ◆ Provide an ASCIA Action Plan, signed by the student's medical practitioner and attach an up to date photograph of the student.
- ◆ Provide an Epipen/Anapen® and any other medication to the school to be kept in the main office and replace them before they expire.
- ◆ Participate in the student's Anaphylaxis Management Plan and review as required.
- ◆ Have a responsibility to discuss and educate their child about the risks of sharing food.

## **EVALUATION**

The Assistant Principal will:-

- ◆ Meet to monitor policy progress and review as required
- ◆ Ensure ongoing anaphylaxis training for staff;
- ◆ Encourage communication from parents regarding their child's Anaphylaxis status;
- ◆ Ensure the First Aid Officer oversees the maintenance and care of the Anaphylaxis First Aid kits