



## Ouyen P-12 College

# Anaphylaxis Management Policy



Help for non-English speakers.

If you need help to understand this policy, please contact Ouyen P-12 College on (03) 5092 1182 or alternatively at [Ouyen.p12@education.vic.gov.au](mailto:Ouyen.p12@education.vic.gov.au)

### Definition

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

Although allergic reactions are common in children, severe life threatening allergic reactions are uncommon and deaths are rare. However, deaths have occurred and anaphylaxis must therefore be regarded as a medical emergency that requires a rapid response.

Ouyen P-12 College will comply with Ministerial Order 706 and DET guidelines on anaphylaxis management.

### Management Plan

Every student who has been diagnosed as at risk of anaphylaxis must have an Individual Anaphylaxis Management Plan which is regularly reviewed and updated. In the event of an anaphylactic reaction, the school's first aid and emergency response procedures, as well as the student's Individual Anaphylaxis Management Plan, must be followed. 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 student's Anaphylaxis Management Plan should clearly set out:

- type of allergy or allergies.
- student's emergency contact details.
- practical strategies to minimise the risk of exposure to allergens for in-school and out of class settings, including:
  - » during classroom activities
  - » in canteens or during lunch or snack times
  - » before and after school, in the yard and during breaks
  - » for special events such as incursions, sport days or class parties
  - » for excursions and camps.
- name of the person/s responsible for implementing the strategies.
- information on where the EpiPen® will be stored.

The Anaphylaxis Management Plan should also include an ASCIA Action Plan, which sets out the emergency procedures to be taken in the event of an allergic reaction. (ASCIA, the Australasian Society of Clinical Immunology and Allergy, is the peak body of immunologists and allergists in Australia).

It is the responsibility of parents/carers to complete an ASCIA Action Plan, in consultation with their child's medical practitioner, and provide a copy to the school. The ASCIA Action Plan must be signed by the student's medical practitioner, and have an up to date photograph of the student.

A copy of the student's ASCIA Action Plan should be kept in various locations around the school, such as in the student's classroom, the canteen, the sick bay and the school office. It should be visible and/or easily accessible by staff in the event of an incident (See Section 5.5 Anaphylaxis Guidelines for Victorian Schools) in relation to privacy considerations.

An example of an Anaphylaxis Management Plan is in Appendix 1.

Keep information up to date

As a student's allergies may change with time, it is important for schools to ensure that the student's Anaphylaxis Management Plan and ASCIA Action Plan are kept current and reviewed annually with the student's parents/carers. When reviewed, parents should also provide an updated photo of the child for the ASCIA Action Plan.

- Regular community education via newsletter about Anaphylaxis asking parents/guardians not to send nuts or nut related products.
- Anaphylaxis Education for students at all year levels with associated posters etc to ensure all students are aware of the dangers and causes of anaphylactic reactions.
- Annual completion of a Risk Management Checklist communicated to all staff with risk control measures put into place.
- Annual staff Anaphylaxis Management Training
- Encouragement of the use of non-food treats or rewards in class

### **Procedures for purchase of back up Adrenaline Autoinjectors**

Students' individual Adrenaline Autoinjectors will be kept in named bags to be accessed easily. These must be taken wherever the student goes in the school or on camps and excursions. The First Aid Officer will be responsible for ensuring that 'in date' back up injectors are purchased with one to be included in the portable First Aid Kit and another on site, kept in the first aid room and clearly named and visible for easy access.

## **OUYEN P-12 COLLEGE COMMUNICATION PLAN and ACTION PLAN FOR EMERGENCY ANAPHYLAXIS MANAGEMENT**

### **Procedures for School Principal**

*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 policy.* This should include information about severe allergies and school policy via a communication plan inclusive of:

- Information in the school newsletter
- Information in the staff handbook
- Information at a staff meeting
- Ensure all staff are trained or have access to training for anaphylaxis

### **Procedures School Staff**

All staff (including class teachers, office staff, casual relief teachers, administrative and other office staff) who are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect these students from risks of injury that are foreseeable.

#### **Transition Staff (eg prep teacher) should:**

Identify any students coming into the school who are at risk of anaphylaxis and ask parents to speak with First Aid officer/School Nurse to develop anaphylaxis plan.

#### **All Staff should:**

1. Know the identity of students who are at risk of anaphylaxis.
2. Understand the cause, symptoms and treatment of anaphylaxis
3. Know the school's first aid emergency procedures and their role in relation to responding to an anaphylactic reaction.
4. Know where the anaphylaxis action plans are located
5. Know where the EpiPens are kept.
6. Know and follow the prevention strategies in the students' anaphylaxis management plans.
7. Plan ahead for special activities and excursions. Work with parents/guardians to provide appropriate food and preventative strategies.
8. Ensure careful use of food treats as rewards as these may contain hidden allergens
9. Be aware of the possibility of hidden allergens in foods and traces of allergens when using items such as egg cartons, milk cartons.
10. Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food

11. Raise student awareness about severe allergies and the importance of their role in fostering a safe and supportive school environment

### **Procedures: First Aid Coordinator, Transition Coordinator and Principal**

The transition coordinator and Principal will seek information to identify students with severe life threatening allergies at enrolment and work with the First Aid staff member to keep an up to date register of students at risk of anaphylaxis

1. A risk assessment will be conducted to assess the potential of accidental exposure to allergens while the student is in the care of the school
2. Encourage parents of anaphylactic students to meet with designated staff member (eg: First Aid Officer, Year Level Coordinator, Principal) to:
  - (a) develop an individual management plan signed by parent/s including possible preventative strategies (in school and out of school) the school could undertake
  - (b) request the parents provide an anaphylaxis action plan that has been signed by their GP and to make arrangements in regard to the provision of EpiPens by the parents
3. Ensure staff receive training in anaphylaxis management including use of an EpiPen at the beginning of each year with an update early in Semester 2. This should be provided by appropriate trained staff such as Rural Ambulance Victoria, School Nurse and/or trained first aid officers
4. The student's action plan will be reviewed annually (in Term 1 of each year) and/or if the condition alters (eg: following an emergency anaphylactic reaction)
5. Ensure the student's emergency contact details are up to date
6. Check that the EpiPens are not out of date or cloudy at the beginning or end of term - reminders on calendar. Inform parents a month in advance if EpiPens are coming out of date
7. Provide information to ALL staff so they are aware of students at risk of anaphylaxis and the anaphylaxis management plan. This will include (after gaining permission from parents/guardians) displaying the student's Anaphylaxis Action Plan (ASCI) in staff rooms and prominent places as deemed necessary (eg: canteens, sickbay etc)
8. The Daily organiser will ensure that all CRTs are given a register of students at risk of anaphylaxis (and their form group) with information directing CRTs to view the students' action plans and school emergency response eg: via staff noticeboard.
9. Ensure that the EpiPens are stored at room temperature and away from light in the shelves above the first aid cupboard in SSO staff room.
10. Welfare coordinator to provide post incident support (eg: counselling) to students and staff, if appropriate. Work with staff to provide annual reviews of prevention and management strategies
11. Ensure new staff are briefed about students at risk of anaphylaxis, and the school's policy and procedures each Semester by their induction buddy, through the induction list.

### **Working with parents/carers of students at risk of anaphylaxis**

***Background:** Schools should be aware that parents/carers of a child who is at risk of anaphylaxis may experience high levels of anxiety about sending their child to school. It is important to encourage an open and cooperative relationship with parents/carers so that they can feel confident that appropriate management strategies are in place. This may be considerably reduced by increased education, awareness and support from the local community*

### **Roles and Responsibilities of Parents/Carers of a student at risk of anaphylaxis.**

1. Inform the school either at enrolment or diagnosis of the student's allergies and whether the student has been diagnosed as being at risk of anaphylaxis.
2. Obtain information from the student's medical practitioner about their condition and any medications to be administered. Inform school staff of all relevant information and concerns relating to the health of the child
3. Meet with the school to develop the student's anaphylaxis management plan
4. Provide to the school a copy of an action plan for anaphylaxis that is signed by the general practitioner
5. Provide an EpiPen and any other medications to the school
6. Replace the EpiPen before it expires

7. Assist staff in planning and preparation for the student prior to school camps, field trips, excursions or special events like class parties or sporting events
8. Supply alternative food options for the student when needed
9. Inform staff of any changes to the student's emergency contact details
10. Participate in reviews of the student's Anaphylaxis Management Plan either annually or if there is a change in the student's condition

### **EMERGENCY RESPONSE and ACTION PLAN in the Event of an Anaphylactic Episode** **Child experiences Anaphylactic episode in College grounds.**

1. Teacher accesses the EpiPen by sending a student to the office – if necessary staff request further staff assistance via communication device such as PA, phone etc
2. The teacher stays with the affected student at all times and keeps them as calm as possible and reassures the patient that assistance is coming
3. **If the incident occurs in the yard the teacher on yard duty sends for assistance to the office or staff room requiring the EpiPen of the named student and staff support. The teacher with the affected student must stay with them at all times and keep them as calm as possible and reassure the patient that assistance is coming.**
4. **Trained staff member comes to incident (if possible with another staff member) with EpiPen and administers it, noting time. A message should be taken to general office to phone ambulance and inform parents.**
5. Front Office using information from student's action plan rings ambulance, student's parents and informs Principal (or delegate if Principal is unavailable) that an ambulance has been called and details of the incident.
6. When ambulance arrives at the campus, the front office staff directs ambulance to location of incident (or delegates this role to a teacher who waits at the gate)
7. If parents are not able to arrive at the school quickly staff member travels with student to hospital.
8. Staff and Principal debrief after incident.
9. Teacher debriefs with students in class.
10. Student's management plan and response is reviewed/discussed with parent

### **OUTSIDE COLLEGE GROUNDS ACTIVITIES**

1. EpiPen is taken personally by the classroom teacher to the activity or the class teacher arranges for the supervising teacher to take EpiPen/Instructions to the activity. **A mobile telephone must be taken to any off school campus activities attended by the anaphylactic student.**
2. In the event of an anaphylactic episode during the activity, the ambulance should be rung and the EpiPen should be administered to the student by an appropriate staff member.
3. The teacher should ring for an Ambulance and then contact the College Office via the mobile so that the front office can inform the Principal. The teacher must explain the exact location of the student. The teacher should give the mobile telephone number to the Office staff.
4. Office staff will inform Principal (or delegate) of the situation.
5. Normal contact procedures re parents as outlined above will be followed.

