



# MAIDEN GULLY PRIMARY SCHOOL

## ANAPHYLAXIS MANAGEMENT POLICY AND PROCEDURES

Maiden Gully Primary School will continue to develop and maintain its Anaphylaxis Policy, fully complying with Ministerial Order 706 and the associated Guidelines published by the Department of Education & Training.

### BACKGROUND

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, raw potato, 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 Adrenaline auto injector pen to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

### PURPOSE

- To provide, as far as possible, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of their 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.

### INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

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 possible after the student enrolls 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 excursions.
- The Business Manager in conjunction with the Wellbeing Sub-Committee of School Council is responsible for implementing the strategies.
- The Principal is the person responsible for ensuring compliance with the Anaphylaxis Policy
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
  - sets out emergency procedures to be taken in 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 (example found on the following website - [http://www.education.vic.gov.au/Documents/school/principals/health/2016\\_Anaphylaxis\\_Guidelines\\_FINAL.pdf](http://www.education.vic.gov.au/Documents/school/principals/health/2016_Anaphylaxis_Guidelines_FINAL.pdf);
  - includes an up-to-date photo of the student.
- Adrenaline auto injector pens are to be provided by parents in a small insulated bag. These will be stored in an unlocked cupboard, clearly signed in the schools' general office.
- Adrenaline auto injector pens are to be clearly named and stored with the students emergency contact details as well as a copy of their "ASCIA Action Plan" that is provided by parents.
- The school has a generic epipen in case of emergencies.

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 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) when the plan is provided to the school and when it is reviewed.

It is the responsibility of the school to:

- Hold a meeting with parents to ensure all contact details are up to date and there have been no changes to their child's condition
- Aim to be a 'Nut reducing school' by communicating this to the school community via our newsletter and posters displayed around the school
- Send out a note to all classes that have a student with anaphylaxis to alert parents
- Send out an anaphylaxis permission form to parents with anaphylaxis allowing the child's picture to be displayed in our sick bay, staffroom and classrooms
- Complete a risk assessment annually

## **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 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 the students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.

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 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 auto adrenaline injecting device
- The school's First Aid and Emergency Response Procedures

## **STORAGE OF THE ADRENALINE AUTOINJECTORS**

It is recommended that:

- adrenaline autoinjectors for individual students, or for general use, be stored correctly and be able to be accessed quickly, because, in some cases, exposure to an allergen can lead to an anaphylactic reaction in as little as five minutes
- adrenaline autoinjectors be stored in an unlocked, easily accessible place away from direct light and heat but not in a refrigerator or freezer
- each adrenaline autoinjector be clearly labelled with the student's name and be stored with a copy of the student's ASCIA Action Plan for Anaphylaxis
- an adrenaline autoinjector for general use be clearly labelled and distinguishable from those for students at risk of anaphylaxis and stored with a general ASCIA Action Plan for Anaphylaxis (orange)

## **RISK MINIMISATION STRATEGIES**

Peanuts and nuts are the most common trigger for an anaphylactic reaction or fatality due to food-induced anaphylaxis. To minimise the risk of a student's exposure and reaction to peanuts and nuts, schools should not use peanuts, tree nuts, peanut butter or other peanut or tree nut products during in-school and out-of-school activities.

Risk minimisation strategies should be considered for all relevant in-school and out-of-school settings which may include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school periods during which yard supervision is provided [Note: the Order does NOT apply to outside school hours care (OSHC) programs, whether run by the school or an external provider]

- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

School staff should be regularly reminded that they have a duty of care to take reasonable steps to protect students from reasonably foreseeable risks of injury.

The development and implementation of appropriate risk minimisation strategies to reduce the risk of incidents of anaphylaxis is an important step to be undertaken by schools in discharging this duty of care.

A number of suggested risk minimisation strategies are included at Appendix F in the 2016 Anaphylaxis Guidelines [http://www.education.vic.gov.au/Documents/school/principals/health/2016\\_Anaphylaxis\\_Guidelines\\_FINAL.pdf](http://www.education.vic.gov.au/Documents/school/principals/health/2016_Anaphylaxis_Guidelines_FINAL.pdf) which, as a minimum, should be considered by school staff, for the purpose of developing such strategies for in school and out of school settings.

### STAFF TRAINING AND EMERGENCY RESPONSE

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 possible 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.

Maiden Gully Primary School staff will complete the following to meet the anaphylaxis training requirements of Ministerial Order 706 and record the dates that training has occurred.

Option	Completed by	Course	Provider	Cost	Valid for
Option 1	All school staff	ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	Free to all schools	2 years
	AND 2 staff per school or per campus (School Anaphylaxis Supervisor)	Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC	Asthma Foundation	Free from the Asthma Foundation (for government schools)	3 years

Ratified by School Council: June 2017

Review June 2018

Principal ..... School Council President ..... Date .....