



## ANAPHYLAXIS POLICY

*Date Reviewed* 5 April 2014

### RATIONALE

This Policy has been prepared to comply with Ministerial Order No 706 – Anaphylaxis in Schools.

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 and medication. **Anaphylaxis must be treated as a medical emergency and always requires an emergency response.**

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. The management of students at risk of anaphylaxis is a partnership between Avila College, the staff, the student, the student's parents/carers and the student's medical practitioner. The College is committed to providing, as far as practicable, a safe and supportive environment for all those at risk.

Adrenaline given through an EpiPen® auto-injector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

### DEFINITIONS

- Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.
- EpiPen® - INSULIN auto-injector

### POLICY STATEMENT:

#### PURPOSE

- 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 minimization 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 MANGEMENT PLANS

The College will ensure that an individual management plan is developed, in consultation with the student's parents/carers, 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 before their first day of school. Students who do not have a management plan in place on the first day of attendance may not be allowed to attend again until the management plan is in place. This is at the discretion of the school.

## **IMPLEMENTATION:**

### **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 minimize 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 name of the person/s responsible for implementing the strategies.
- Information on where the student's medication will be stored.
- The student's emergency contact details.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent/carer, 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 child;**
  - includes an up to date photograph of the student.

### **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/carer to:**

- 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.
- 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 student.
- Meet with the school to develop the student's Anaphylaxis Management Plan.
- Provide an ASCIA Action Plan, or copies of the plan to the school that is **signed by the student's medical practitioner** and has an up to date photograph.
- Provide the EpiPen® and any other medications to the school. (as per ASCIA Action Plan)
- Replace the EpiPen® before it expires.
- Assist school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events such as class parties or sport days.
- Supply alternative food options for the student when needed.
- Inform staff of any changes to the student's emergency contact details.
- Participate in reviews of the student's Anaphylaxis Management Plan, e.g. when there is a change to the student's condition or at an annual review.

### **It is the responsibility of the Principal or delegate to:**

- Actively seek information to identify students with severe life threatening allergies at enrolment.
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school.
- Meet, if necessary, with parents/carers to develop an Anaphylaxis Management Plan for the student. This includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens.

- Request that parents/carers provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan that has been signed by the student's medical practitioner and has an up to date photograph of the student (see Appendix 1).
- Ensure that parents provide the student's EpiPen® and that it is not out of date.
- Ensure that staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Develop a communication plan to raise student, staff and parent awareness about severe allergies and the school's policies.
- Provide information to all staff (including specialist staff, new staff, sessional staff, canteen staff and office staff) so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures. This can include providing copies or displaying the student's ASCIA Action Plan in canteens, classrooms and staff rooms.
- Ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response.
- Allocate time, such as during staff meetings, to discuss, practise and review the school's management strategies for students at risk of anaphylaxis. Practise using the trainer EpiPen® regularly.
- Encourage ongoing communication between parents/carers and staff about the current status of the student's allergies, the school's policies and their implementation.
- Review the student's Anaphylaxis Management Plan annually or if the student's circumstances change, in consultation with parents/carers.
- Provide or arrange post-incident support (e.g. counselling) to students and staff, if appropriate.

**It is the responsibility of staff to:**

- Know the identity of students who are at risk of anaphylaxis.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Know the school's first aid emergency procedures and what your role is in relation to responding to an anaphylactic reaction.
- Keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction.
- Know where the student's EpiPen® is kept.
- Know and follow the Strategies to Avoid Allergens guidelines in the student's Anaphylaxis Management Plan.
- Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate food for the student.
- Avoid the use of food treats in class or as rewards, as these may contain hidden allergens, and consider alternative strategies.
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be careful of the risk of cross-contamination when preparing, handling and displaying food.

- Raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

**It is the responsibility of the School Nurse to:**

- Keep an up to date register of students at risk of anaphylaxis.
- Ensure that students' emergency contact details are up to date.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Regularly check that the EpiPen® is not cloudy or out of date.
- Inform parents/carers if the EpiPen® needs to be replaced.
- Ensure that the EpiPen® is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.
- Work with staff to conduct regular reviews of prevention and management strategies.
- Work with staff to develop strategies to raise school staff, student and community awareness about severe allergies.

**STAFF TRAINING AND EMERGENCY RESPONSE**

All teachers and other school staff who conduct classes that 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. In practice, all teaching staff will have up to date anaphylaxis management training regardless of whether they teach a student at risk of anaphylaxis. Training will be provided to these staff; the school will cover costs.

At other times, while the student is under the care or supervision of the school, including music lessons and sport training, the College must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

**COMMUNICATION PLAN:**

The policy will be included in the staff handbook and an electronic copy can be located on the College intra-net via SIMON / Documents & Forms / Policies.

The College will be responsible for ensuring that appropriate information is provided to all staff, students and parents/carers about anaphylaxis and the school's anaphylaxis management policy as part of a communication plan. Staff will receive information through staff meetings, highlighted on Simon class roles, and on the Pastoral Care board in the staff room.

Students will be made aware through a short presentation at the beginning of the year, while parents/carers will have access to information about anaphylaxis at least once a year via the College's newsletter. Parents will be able to access the policy via the Parent Access Module (PAM) through the College website.

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. This information is currently contained in the High Risk Medical Student presentation that is presented to staff, highlighted on Simon class roles, emailed with meeting minutes and on the Pastoral Care board in the staff room.

Staff will also be made aware of their role in reducing the risk of coming into contact with allergens to anaphylactic students. The **Strategies to Avoid Allergens** document must be adhered to and is part of the College's Anaphylaxis policy. It will be tabled at a joint Curriculum Leaders' and Year Level Coordinators' meeting once a year for review.

Volunteers and casual relief staff in charge of students will be informed of students at risk of anaphylaxis, and their role in avoiding allergens exposure and responding to an anaphylactic

reaction by a student in their care by the Daily Organiser as part of an 'Induction Pack'.

All staff will be briefed **once each semester** by a staff member (Deputy Principal – Wellbeing or Health Centre Nurse) 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
- where their medication is located
- how to use an auto-adrenaline injecting device
- the school's first aid and emergency response procedures
- check list (appendix 1) provide to all stakeholders
- strategies to avoid allergens

**SUPPORTING DOCUMENTATION:**

Strategies to Avoid Allergens

**REVIEW:**

To be reviewed in Nov 2015.