

# ANAPHYLAXIS MANAGEMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the College Office on 9561 5811

## PURPOSE

To explain to Wheelers Hill SC parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Wheelers Hill SC is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

## SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis or who may require emergency treatment for an anaphylactic reaction and their parents and carers.

## POLICY

### Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

### *Symptoms*

Sights and symptoms of a mild to moderate allergic reactions can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

## *Treatment*

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline auto injector for use in an emergency. These adrenaline auto injectors are designed so that anyone can use them in an emergency.

## **Individual Anaphylaxis Management Plans**

All students at Wheelers Hill SC who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Wheelers Hill SC is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Wheelers Hill SC and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up to date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline auto injector for the student that is not expired
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

## *Review and updates to Individual Anaphylaxis Plans*

A student's Individual Anaphylaxis Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school

- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

#### *Location of plans and adrenaline auto injectors*

The school maintains a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction. The list of these students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction is posted in all staff work areas and in the General Office

The school has Individual Anaphylaxis Management Plans and ASCIA Action Plans that are held in set locations including:

- in the students files
- in the sick bay room with student's Adrenaline auto injectors, in an unlocked easily accessible box marked Epipen on the bench, and in the sick bay medical files
- on school excursions/camps with the medical files/forms with the teacher in charge

General ASCIA action plans are also displayed in the staff work areas and general office.

School staff will be informed about the storage of general use Epipens and students' own Epipens minimum twice a year.

Staff will be informed of changes in anaphylaxis management plans or ASCIA action plans when they occur.

School staff will be informed minimum twice yearly about students with anaphylaxis at the school through a whole staff anaphylaxis briefing

Students identified as requiring an Adrenaline Auto injector (eg Epipen) will house such a device at the College, and, take such a device to all school events and activities (the proper use of such a device is determined by the Plans provided to staff)

#### **Adrenaline auto injectors for general use**

Wheeler's Hill SC will maintain a supply of adrenaline auto injectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

The College has determined the appropriate number of additional Adrenaline Auto Injector(s) required.

In determining the appropriate number of additional Adrenaline Auto Injectors, the College has taken into account the following relevant considerations:

- the number of students enrolled at our School who have been diagnosed as being at risk of anaphylaxis;
- the appropriate accessibility of Adrenaline Auto Injectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;

- the availability and sufficient supply of Adrenaline Auto Injectors for General Use in specified locations at the School, including
  - in the school yard, and at excursions, camps and special events conducted or organised by the School; and
  - the Adrenaline Auto Injectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School's expense, either at the time of use or expiry, whichever is first.

Adrenaline Auto injectors (eg EpiPen) are stored with the First Aid Officer (medicine cabinet) at the General Office. Storage location is clearly marked and communicated with staff.

The College has two spare EpiPens – both are located with the First Aid Officer at the General Office (see g. above). The storage location of EpiPens is shared with staff.

### Risk Minimisation Strategies

The Principal (or appropriately delegated representative) will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

A template of the Risk Management Checklist can be found at the Department's website: <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

Risk Minimisation and Prevention Strategies that Wheeler's Hill Secondary College will put into place for students with Anaphylaxis in all relevant in-school and out-of-school settings which include:

- all teachers and staff will be informed about students with Anaphylaxis in their class, including casual relief teachers and specialist classes
- all staff are to notify the office of bee hives or wasp nests in the school grounds, for removal by tradespeople
- students with anaphylaxis to insect stings and bites are encouraged to wear long shirts, hats and shoes during recess and lunchtimes;
- Canteen staff manager will be provided with current photos and names of students with food allergies
- Allergies for students with anaphylaxis to foods, Food Technology staff will discuss with parent prevention strategies and anaphylaxis first aid management
- for special events including incursions, sports, cultural days, fetes or class parties, excursions and camps, co-ordinators will discuss specific prevention strategies if required with parent
- offsite excursions and camps will require coordinator to have verbal discussion with parent about prevention and risk management strategies, and the coordinator is required to fill out the specific camp/excursion risk management form. There is a separate risk management and prevention form for camps and excursions available to camp/excursion co-ordinators.

### Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up to date list of students identified as being at risk of anaphylaxis is maintained and stored at in the Sick Bay room. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event,

together with their Individual Anaphylaxis Management Plans and adrenaline auto injectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

### RESPONDING TO AN INCIDENT

In responding to an incident, it is important that the student does not stand and is not moved unless in danger (e.g. the anaphylactic reaction was caused by a bee sting and the bee hive is close by).

#### CLASSROOMS

Where a student has an anaphylactic reaction in the classroom, the teacher will:

- ❖ Lay the person flat
- ❖ Do not allow them to stand or walk
- ❖ If breathing is difficult, allow them to sit
- ❖ Be calm and reassuring
- ❖ Do not leave them alone
- ❖ Obtain the nearest **EpiPens** located to the classroom and administer the **EpiPens** in accordance to student's individual management plan.
- ❖ **IMMEDIATELY** call the main office the office will dial 000 for an ambulance and will follow directions from the emergency service.
- ❖ Maintain contact with office.
- ❖ The teacher to send a student to the first aid room to advise anaphylaxis occurring in room/location number X.
- ❖ First aider will inform Principal or Assistant Principal to action emergency management plan.
- ❖ First aider will notify Parents/Carers

The above steps will occur simultaneously.

#### YARD

Where a student has an anaphylactic reaction in the yard, the teacher will:

- ❖ Lay the person flat
- ❖ Do not allow them to stand or walk
- ❖ If breathing is difficult, allow them to sit
- ❖ Be calm and reassuring
- ❖ Do not leave them alone
- ❖ Obtain the nearest **EpiPen** located to the yard location and administer the **EpiPen** in accordance to student's individual action plan.
- ❖ **IMMEDIATELY** call the main office
- ❖ the office will dial 000 for an ambulance and will follow directions from the emergency service.
- ❖ Maintain contact with office.
- ❖ The teacher to send a student/staff member to the first aid room to advise anaphylaxis occurring in location X.
- ❖ First aider will inform Principal or Assistant Principal to action emergency management plan.
- ❖ First aider will notify parents/Carers.

The above steps will occur simultaneously.

## OUT OF SCHOOL ENVIRONMENTS

### Excursions and Camps

- ❖ Each individual camp and excursion requires risk assessment for each individual student attending who is at risk of anaphylaxis. The student's action plan will be with their **EpiPen**. Therefore emergency procedures will vary accordingly.

#### Procedures:

- Lay the person flat
- Do not allow them to stand or walk
- If breathing is difficult, allow them to sit
- Be calm and reassuring
- Do not leave them alone
- The student's group leader will carry the **EpiPen** during activities and bus journeys.
- On school camp a second **EpiPen** will be located in main camp area.
- The teacher who has administered the **EpiPen** will call for ambulance response, including giving detailed location address, eg Melway reference if city excursion, and best access point or camp address/GPS location.
- The second adult in the group will contact the school to notify them of the anaphylaxis reaction.
- School to action emergency plan and contact parents/carers.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

### Communication Plan

This policy will be available on Wheeler's Hill SC's website so that parents and other members of the school community can easily access information about Wheeler's Hill SC's anaphylaxis management procedures. The parents and carers of students who are enrolled at Wheeler's Hill SC and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Wheeler's Hill SC's procedures for anaphylaxis management. Staff will be advised by the principal about how to respond to an anaphylactic reaction by a student in the classroom, school yard and school buildings at the start of each year. Staff will be advised by the Principal about how to respond to an anaphylactic reaction during off-site or out of school activities at the start of the year, including on excursions, school camps and at special events conducted or organised by the School.

Parents will be given information twice a year about responding to anaphylaxis in the school newsletter.

Casual Relief teachers will be informed through the Compass school computer system about students with Anaphylaxis at the school. CRT teachers will be provided with a list of students who have anaphylaxis at the school, the location of the child's EpiPen, a list of the First Aid staff members and the location of information about emergency procedures at the school.

Volunteers at the school working directly with students with the potential for an anaphylactic reaction will be notified of the condition, the student and who to go to in a medical emergency.

### Staff training

Staff at Wheeler's Hill SC will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline auto injector, including hands on practice with a trainer adrenaline auto injector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline auto injectors that have been provided by parents or purchased by the school for general use.

The briefing is conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months and or Level 2 First Aid.

In the event that the relevant training and briefing for a particular student has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

### FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Anaphylaxis](#)
  - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

## REVIEW CYLCE AND EVALUATION

Policy last reviewed	2021
Approved by	Principal
Next scheduled review date	2022

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.