



Anaphylaxis Management Policy Buangor Primary School

Rationale

At Buangor Primary School, we believe it is vital to ensure all staff members have adequate knowledge of allergies, anaphylaxis and emergency procedures.

We want to provide an environment in which children at risk of anaphylaxis feel safe and can participate in all aspects of the school program and experiences.

Aim

- To ensure that all staff members at Buangor Primary School understand and will comply with Ministerial Order 706 and the associated guidelines published and amended by Department of Education and Training.
- To ensure staff members have adequate knowledge of allergies, anaphylaxis and emergency procedures.
- To ensure staff members are aware of communication procedures to ensure the safety and well being of the children at risk of anaphylaxis.
- To ensure staff members respond appropriately to an anaphylactic reaction by being aware of the symptoms and initiating appropriate treatment, including the administration of an EpiPen.

Implementation

- It is the parents responsibility to:
 - Inform the school of their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction.
 - Provide the school with the ASCIA Action Plan and ensure these are updated as required.
 - The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by Medical Practitioners to Parents when a child is diagnosed as being at risk of anaphylaxis.
 - These forms can be downloaded from <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>
 - Provide the school with an Adrenaline Auto injector, preferably epipen, that is current and not expired.
- The Principal will ensure that the 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. This plan will be in place as soon as practicable after the student enrolls with an interim plan to be developed in the meantime, and, where possible, before their first day of school.
- The parents/carers of an anaphylactic student are required to meet with the Principal to develop an individual Anaphylaxis Plan that details the student's needs in the event of an anaphylactic reaction. In this meeting arrangements are to be made in regard to the provision of EpiPens by the parents.
- The individual Anaphylaxis Management Plans can be located in Appendix 3 of the Anaphylaxis Guidelines for Victorian Schools or the Department's website: <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>
- Individual Anaphylaxis Management Plans will set out the following:
 - Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has based on a written diagnosis from a Medical Practitioner.
 - Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care and supervision of school staff, for in and out of school settings including the school yard, school excursions and camps.
 - The name of the person responsible for implementing the strategies.

- Information on where the student's medication will be stored.
 - The student's emergency details.
 - An ASCIA Action Plan (updated 2014).
- All individual Anaphylaxis Management Plans will be reviewed annually, unless circumstances change including the student's medical condition, after a student has had an anaphylactic reaction and when the student participates in in and out of school activities.

Adrenaline Auto-Injectors

Student's individual adrenaline auto-injectors must be provided by parents. These must be clearly labelled with the student's name and expiry date clearly labelled. Student's individual adrenaline auto-injectors are located in the School's First Aid Room.

General use adrenaline auto-injectors are readily available at school. These are located in the First Aid Room.

Prevention Strategies

To minimise the risk of exposing students to allergens which may potentially result in an anaphylactic reaction the school will consider the Risk Management and Prevention Strategies for all relevant in school and out of school settings including, but not limited to the following:

In the classrooms

- Keep a copy of the student's ASCIA Action Plan for Anaphylaxis in the First Aid and Staff Room.
- Liaise with parents/carers about food-related activities ahead of time.
- Use non-food treats where possible, but if food treats are used in class it is recommended that parents/carers of anaphylactic students provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student.
- Never give food from outside sources to a student who is at risk of anaphylaxis.
- Treats for the other students in the class must not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible.
- Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
- Be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons). Note: that year level/specialist teachers must consider the risk-minimisation strategies of the student diagnosed at risk, even if that student is not in their class.
- Have regular discussions with students about the importance of informing teachers when they have food containing nuts or other foods students in your grade may be allergic to (e.g. peanut butter, Nutella, eggs).
- **Remind students they are not to share food.**
- **Ensure students wash their hands if food containing nuts or other allergens which could potentially result in an anaphylactic reaction have been consumed.**
- **Wipe down tables if food containing nuts or other allergens which could potentially result in an anaphylactic reaction have been consumed.**
- A designated staff member should inform casual relief teachers of students at risk of anaphylaxis and the preventive strategies.

During recess and lunchtimes

- Sufficient staff on yard duty will be trained in the administration of the adrenaline auto injector (i.e. EpiPen/Anapen) and will be able to respond quickly to an anaphylactic reaction if needed.
- The generic adrenaline auto injectors will be located in the Staff Room and First Aid Room.
- Anaphylaxis and/or Allergy Management Plans will be displayed in the First Aid Room for all students with anaphylaxis and/or allergies.
- All yard duty bags will contain information on students with anaphylaxis or allergies so staff will be able to identify students at risk.
- All staff on yard duty will be aware of the emergency management plan and how to notify the general office/first aid team of an anaphylactic reaction in the yard.
- All Staff are to carry a mobile phone whilst on duty. A student who is experiencing an anaphylactic reaction MUST never be left unattended and should not be moved.
- Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants.

- Consideration should be given to the placement plants and sources of water in the playground so that students at risk of anaphylaxis from insect stings can avoid these areas without being unfairly restricted in their movement. Keep lawns and clover mowed and outdoor bins covered.

Special Events, including class parties and sporting events

- Staff must know where the adrenaline auto injector is located and how to access it if required.
- Staff should avoid using food in activities or games, including as rewards.
- For special occasions, class teachers should consult parents/carers in advance to either develop an alternative food menu or request the parents/carers to send a meal for the student. In all situations, the child at risk of anaphylaxis should not be placed in a position in which they are discriminated against.
- Parents/carers of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and requested that they avoid them in treats brought from home.
- Party balloons should not be used if any student is allergic to latex.
- Swimming caps or goggles should not be used for a student who is allergic to latex.

Excursions and out of school activities

- The student's adrenaline auto injector and ASCIA Action Plan must be taken on all excursions.
- A staff member or team of staff trained in the recognition of anaphylaxis and the administration of the adrenaline auto injector must accompany the student on excursions.
- All staff members present during the excursion need to be aware of the identity of any student at risk of anaphylaxis attending.
- The Emergency Management Plan must include the first aid procedures for anaphylaxis students in the event of an anaphylactic reaction.
- Consult with parents/carers of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the parent/carer send a meal (if required).
- Staff need to consider the potential exposure to allergens when consuming food on buses. If this risk is assessed as too high it may well be deemed necessary for students to refrain from eating on the school bus.

Camps

- Have a risk minimisation strategy in place for students at risk of anaphylaxis for school camps, developed in consultation with their parents/carers, and the students' medical practitioner and camp owners prior to the camp dates.
- The camp provider should be able to demonstrate satisfactory training in the management of food allergens and its implications for food handling practices; namely: knowledge of the major food allergens that cause anaphylaxis, how to avoid cross-contamination and the consequences of cross-contamination of allergens for the food allergic individual.
For further information, visit
http://www.health.vic.gov.au/foodsafety/downloads/allergen_intolerance_biz.pdf
- Camps must be advised in advance of any students with food allergies.
- We will not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. We have a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
- If a camp owner/operator cannot confirm with the school that it is able to provide food that is safe for anaphylactic students, then the school should consider using an alternative camp provider
- If we have concerns about the whether the food provided on a camp will be safe for students at risk of anaphylaxis, we will consider alternative means for providing food for those students
- Staff should liaise with parents/carers to develop alternative menus or allow students to bring their own meals.
- Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts (unless it is specifically approved in their individual Anaphylaxis Management Plan).
- Use of other substances containing allergens should be avoided where possible.
- The student's adrenaline auto injector, individual Anaphylaxis Management Plan and ASCIA Action Plan for Anaphylaxis must be taken on camp.
- A team of staff who have been trained in the recognition of anaphylaxis and the administration of the adrenaline auto injector must accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis.

- Staff must develop first aid procedures that sets out clear roles and responsibilities in the event of an anaphylactic reaction.
- Know local emergency services, how to contact them and the time it will take to do so.
- The adrenaline auto injector should remain close to the student and staff must be aware of its location at all times.
- The adrenaline auto injector should be carried in the school first aid kit.
- Students with anaphylactic responses to insects will be encouraged to wear closed shoes and long-sleeved garments when outdoors and to stay away from water or flowering plants.
- Cooking and art and craft games should not involve the use of known allergens.
- Refer to 'Safe Food Handling' in the *School Policy and Advisory Guide*, available at <http://www.education.vic.gov.au/management/governance/spag/governance/safetymgt/foodhandling.htm>

School Management and Emergency Response

- All staff and first aid trained staff associated with an anaphylactic student will be made aware of the student's condition and requirements. A complete and up to date list of all students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction is included in the First Aid Room, Staff Room, main office and in yard duty bags.
- Individual Anaphylaxis Management Plans and ASCIA Action Plans were located at the main office, First Aid Room, Staff Room and in all yard duty bags. Classroom teachers to be presented with plans in their class role folders.
- All **EPIPENS** will be kept in a sealed plastic container in the First Aid box located in the First Aid Room. Each bag will contain an **EPIPEN** and/or anti-histamine provided by the family.
- Each bag will be labeled with the students' name and contain a copy of the student's Individual Action Plan with it.
- The **EPIPEN**/anti-histamine with the student's name on it will only be used for that student. (Parental permission has been given to the school to be able to use the spare **EPIPEN** located in the First Aid room, if unable to get into locked classrooms.).
- The school will purchase additional Adrenaline Auto injectors for general use, which will be located in the First Aid room and staff centre.
- Emergency phone numbers and Individual Action Plans with photos are included in the front of the attendance roll and First Aid Room.
- All CRT 'Split Lists' will include details of students with anaphylaxis.
- All school telephones have emergency procedures posted next to or near the telephone for quick reference.
- First aid co-ordinator will check EpiPens at the beginning of each term to ensure they are not cloudy or out of date.
- Whenever an anaphylactic student participates in off-site activities (e.g. camps, excursions, sport etc.) their EpiPen and Individual Action Plan needs to be taken with teacher in charge of activity.

Communication Plan

Raising staff awareness

All staff involved in the care of students at risk of anaphylaxis (including class teachers, office staff, volunteers, casual relief teachers, specialist staff, canteen staff, and administrative and other office staff) will be made aware of the following.

- Students who have been diagnosed with anaphylaxis or allergies.
- The school's anaphylaxis management policy.
- What steps to take in responding to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, camps and special event days (e.g. sport days).
- Their role in responding to an anaphylactic student in their care.
- The causes, symptoms and treatment of anaphylaxis.
- The identity of all students diagnosed at risk of anaphylaxis.
- How to use an adrenaline auto injecting device, through hands-on practice with a trainer adrenaline auto injecting device (which does not contain adrenaline).
- The school's first aid and emergency response procedures.

Raising student awareness

Students will be made aware of the following

- Always take food allergies seriously – severe allergies are no joke.
- Don't share your food.
- Wash your hands after eating.
- Know what your friends are allergic to.
- If a school friend becomes sick, get help immediately.
- Be respectful of a school friend's adrenaline auto injector.

Staff Training and briefing requirements

Training and Briefing Requirements

- The school will provide at least two professional development briefings for all staff to enable them to recognise and address the following symptoms: hives/rash, tingling in or around the mouth, abdominal pain, vomiting or diarrhoea, facial swelling, cough or wheeze, difficulty breathing or swallowing, loss of consciousness or collapse, or cessation of breathing.
- Teachers and other School Staff, who conduct classes which students at risk of anaphylaxis attend, must have current training in an Anaphylaxis Management Training Course within the three years prior.
- The principal will identify **further** school staff to be trained, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the school.
- Trained teachers and other School Staff will be briefed at least twice per calendar year.
- Training or Briefing will take place before the student's first day of school. Where this is not possible, an **interim** individual Anaphylaxis Management Plan will be developed in consultation with the student's parents.
- The Briefing must be by a Staff member who has successfully completed an Anaphylaxis Training Course in the last twelve months. If the relevant training and briefing has not occurred, the Principal will conduct an **interim** Anaphylaxis Management Plan in consultation with the parents of at-risk students and School Staff.

The Briefing must include:

- The School's Anaphylaxis Management Policy.
- The causes, symptoms and treatment of anaphylaxis.
- The identities of potentially anaphylactic students, and where their medication is located.
- How to use an Adrenaline Auto injector, including using a training device.
- The school's General First Aid and Emergency Response Procedures.
- The location of, and access to the Adrenaline Auto injectors provided by parents, and those for general use by the school.
- A video has been developed and can be viewed from
.http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

Annual Risk Management

- The school will complete an annual Risk Management Checklist to monitor compliance with their obligations.

The Risk Management Checklist is located at:

www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

References

- Ministerial Order 706 – Anaphylaxis Management in Schools.
- Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008.

Review

- Regularly review school management strategies and practice.
- Review each student's Anaphylaxis Management Plan annually or if the student's situation changes.

Evaluation

This policy will be reviewed annually.
This policy was ratified by School Council in
The policy will be reviewed in 2018