**Gembrook Primary School**

**Anaphylaxis Policy**

**Rationale:**
Students at risk of Anaphylaxis should be able to participate equally in all aspects of schooling given that the school provides a safe and supportive environment.

**Aims:**
- To ensure that each staff member has sufficient knowledge of allergies, Anaphylaxis and emergency procedures such that they are able to administer first aid in a competent and timely manner.
- To maintain a sufficient number of staff members (at least one per sub-school) trained with level 2 first aid certification and with specific training in Anaphylaxis and the administering of an Epipen in an emergency situation.
- Provide education about allergies and Anaphylaxis to the school community.
- Involve parents/carers of students at risk of Anaphylaxis in the assessing risks, developing risk minimisation and action plans for each student.
- To provide supplies and facilities to cater for the administering of first aid (see first aid policy 07).

**Implementation:**

**Enrolment of a student at risk of Anaphylaxis:**
- Identify students with severe allergies upon enrolment at school
- Develop an Anaphylaxis plan for individual students in consultation with parents/caregivers.
- Request an ASCIA (Australasian Society of Clinical Immunology and Allergy) action plan signed by the student’s doctor.
- Obtain parent/Caregiver written permission to administer medication, specifically the Epipen if a staff member suspects the student is experiencing Anaphylaxis.
- Obtain Parent/Caregiver written permission to display the student’s photograph and action plan in designated areas around the school.
- Ensure parents provide the necessary Epipen and that it is not out of date.

**Communication:**

**Parents:**
- Parents/caregivers will be encouraged to be actively involved in the development of an individual action plan and risk management assessment for a student at risk of Anaphylaxis.
- Parents/Caregivers will be encouraged to communicate any changes in the status of their child’s allergies, contact details for emergencies and their opinion on the effectiveness of the school’s procedures.
- Staff will plan ahead in consultation with parents/caregivers to ensure all students can participate in special occasions at school while minimising the risk of Anaphylaxis.
- Parents and staff will monitor the expiry date of Epipens to ensure they are replaced before expiry or if they change to a cloudy appearance.

**Staff:**
- All staff will be made aware of individual students at risk of Anaphylaxis, their allergies, their signs of Anaphylaxis and their action plan, through staff meetings.
- All staff will be made aware of where student action plans and Epipens are stored.
- All staff to be aware of the High Medical Alert book which is kept in the First Aid Room.
• A photograph with the child’s name, allergies and action plan will be displayed in the staff room, the sick bay, the canteen and the office of the learning area attended by the student at risk of Anaphylaxis.

• The staffing manager and the ‘buddy teacher’ will ensure casual relief staff are directed to this identifying information and the student’s action plan.

School Community:
• Periodically information to raise awareness of allergies, Anaphylaxis, and preventative strategies will be provided through the school newsletter and classroom activities.

First Aid Training
• In compliance with the school First Aid Policy: a sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. A register of trained staff will be kept in the Central Office and the Sick Bay.
• All staff to receive additional training in allergies, Anaphylaxis and the administration of the Epipen every two years

Epipens:
Provision:
• Parents will be responsible for providing Epipens as an Epipen is ‘Prescription Only’ medication.
• No medication including Epipens can be administered to children without the express written permission of parents or guardians.

Storage:
• A member of staff, whose name will be displayed in the First Aid Room, is to be responsible for the maintenance of first aid supplies, including Epipens, and the general upkeep of the first aid room.
• A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials, including an Epipen will be stored in an UNlocked cupboard in the first aid room. A list of supplies will be posted on the First Aid cupboard door.
• Epipens will also be kept in the learning centre area attended by the student at risk of Anaphylaxis.
• Epipens will be taken on any excursion or camp attended by a child at risk of Anaphylaxis.
• Epipens will be labelled for use by specific children and the child’s action plan must be kept nearby
• Epipens will be stored away from heat and NOT under refrigeration
• Epipens will be signed in and out when removed from their normal storage eg to attend an excursion

Prevention:
• Yard duty staff should carry a communication device to call for assistance in the yard so that student experiencing Anaphylaxis is not left alone while help is sought.
• A mobile phone and a staff member with level 2 training and practical training in the administering of the Epipen will attend all excursions or camps.
• All staff will be provided with information on the specific allergens for each child and will carefully consider the following issues:
  o The use of food treats which may contain ‘hidden allergens’
  o ‘Hidden allergens’ if foods to be used as part of the curriculum
  o Hidden allergens’ on food packaging used in classroom activities
  o Hygiene procedures for food handling, hand washing and the cleanliness of tables and surfaces used for food handling.

Management of the Anaphylaxis Episode:
• An ambulance will be called immediately an anaphylactic reaction is suspected.
• If practicable a child is requiring treatment will be brought to the First Aid room and allocated to a staff member to carry out first aid.
• A student experiencing Anaphylaxis will be attended by a level 2 first aid trained staff member who will provide first aid
• Action recommended on the student’s action plan will be carried out, including the administering of an Epipen.
• Parents/Caregivers will be contacted immediately

Post Incident Return to School:
• The student’s Epipen must be replaced before the child can return to school
• Support for the student and parents/caregivers will be offered.

Post Incident Reporting Procedures and Documentation
• In any case of an episode of Anaphylaxis contact will be made with parents as soon as possible either in person or by phone.
• The school will immediately review the students Anaphylaxis action plan and the circumstances resulting in the student’s episode of Anaphylaxis.
• In accordance with the school first aid policy
  o An up-to-date and confidential logbook located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid. Parents of all children who receive first aid for an anaphylactic reaction will receive a completed form indicating the nature of the circumstances, the treatment given, and the name of the teacher providing the first aid. Forms will be available in each area of the school.
  o Parents who collect sick or injured children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
  o All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to give medication as required, such as an Epipen, and to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
  o At the commencement of each year, requests for updated first aid information will be sent home including requests for any Anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. Information concerning children with special needs, will be collated by the First Aid person and distribute to staff.
  o If the classroom teacher is not the person who delivers the First Aid, ensure they are informed of the intervention administered.
• Any episode of Anaphylaxis must be reported to the department on the DE&T Accident/Injury form LE375, and entered onto CASES by the administration officer.

Evaluation:
• This policy will be reviewed in June 08 as the DEET has declared that revised departmental Anaphylaxis Guidelines will be distributed at that time. Subsequent reviews will be undertaken as part of the school’s three-year review cycle.

Current Responsibility: Principal and Senior First Aid member
Last Revision: New policy created November 08