Anaphylaxis Policy

Rationale:
To provide knowledge, awareness and planning for the management of anaphylaxis at Gembrook Primary school.

Aims:
- To ensure that Gembrook Primary school fully complies with Ministerial Order 706 effective 22nd April 2014
- 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 education, awareness and training in anaphylaxis risk management and action plans, including the administering of an epipen or anapen, for all staff.
- 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 2012).
- To ensure an adult and junior epipen is available for general use in the school first aid supply cupboard.

Implementation:

Enrolment of a student at risk of Anaphylaxis/Development of Individual Anaphylaxis Management Plans:
- Identify students with severe allergies upon enrolment at school
- Develop an Anaphylaxis plan for individual students in consultation with parents/caregivers which will be in place prior to the student commencing at Gembrook Primary School using the Department supplied Individual Management Plan available on the DEECD website. [http://www.sofweb.vic.edu.au/wellbeing/support/anaphl.htm](http://www.sofweb.vic.edu.au/wellbeing/support/anaphl.htm)
- Review Management Plans annually or if the student’s condition changes or immediately after the student has an anaphylactic reaction at school or if the student is to attend an external activity such as a camp.
- Request an ASCIA (Australasian Society of Clinical Immunology and Allergy) action plan signed by the student’s doctor. It is the parents’ responsibility to provide this action plan with a current photo of the student, to the school prior to the student commencing at Gembrook Primary School.
- It is the parents responsibility to provide the necessary Epipen and that is current and is not out of date.
- The ASCIA action plan will be distributed to all learning areas, the yard duty folder, CRT Folders and the first aid kits which are taken to excursions, camps and special events

Communication:
Parents:

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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 posters which are kept in the First Aid Room.
- A photograph with the child’s name, allergies and action plan will be displayed in the first aid room, the office of the learning area attended by the student at risk of Anaphylaxis, all other learning centre offices, first aid kits and CRT information folders.
- 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 complete Anaphylaxis training every 3 years in a course of 3 hours duration accredited by the Victorian Registration and Qualifications Authority.
- All staff to receive additional twice Yearly Anaphylaxis Briefings led by a presenter who has completed the VRQA training in the preceding 3 years. The briefing must include:
  - Review of the school Anaphylaxis Management Policy
  - Causes, symptoms and treatment of Anaphylaxis
  - Identities, management plans and medication location for current students with diagnosed Anaphylaxis
  - Use of Autoinjectors: Epipen and Anapen
  - Review of the School First Aid and Emergency Management Plan
- Training Epipen autoinjectors will not be stored near active autoinjectors.
- Staff will be made familiar with all students who have diagnosed Anaphylaxis, the student Management Plan and where the student’s Epipen autoinjector is kept.

### Epipens:

#### Provision:
- Gembrook Primary School will have available one adult and one junior epipen for general use.
- Parents will be responsible for providing Epipens for their child as an Epipen is ‘Prescription Only’ medication.

#### Storage:

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• 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 Epipens 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.
• An additional Epipen will also be kept in the learning centre area attended by the student at risk of Anaphylaxis when provided by the parents.
• 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
• Training Epipen autoinjectors will not be stored near active autoinjectors.

Prevention:
• The Anaphylaxis Risk Management Checklist will be reviewed annually.
• 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 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:
  - The use of food treats which may contain ‘hidden allergens’
  - ‘Hidden allergens’ if foods to be used as part of the curriculum
  - Hidden allergens’ on food packaging used in classroom activities
  - Hygiene procedures for food handling, hand washing and the cleanliness of tables and surfaces used for food handling.
  - The control of food items during lunchtime and snack time breaks
  - Eliminating foods with allergens from fundraising activities

Management of the Anaphylaxis Episode:
• An ambulance will be called immediately an anaphylactic reaction is suspected.
• A student experiencing Anaphylaxis will not be moved.
  Another staff member can be sent to collect medication and action plan from its storage point and bring it to the student.
• 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.
• If an Epipen is administered the school must:
  ➢ Call an ambulance
  ➢ Lay the student flat and elevate their legs
  ➢ Do not stand or walk
  ➢ If breathing is difficult sit rather than stand
  ➢ Follow Ambulance Operator instructions and administer a second autoinjector Epipen if instructed
• Parents/Caregivers will be contacted immediately
• If additional staff are available move all other students away from the treatment site.

Post Incident Return to School:
• The student’s Epipen must be replaced before the child can return to school
• If the School owned general use Epipen has been used replace it as soon as possible.

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• Review the Student’s Individual Anaphylaxis Management Plan
• Review the School Anaphylaxis Management Policy
• 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 DEECD Emergency Services Management 9589 6266, and entered onto CASES21 by the administration officer.

APPENDIX A Anaphylaxis Management Communication Plan to be read in conjunction with this document

Evaluation:

• All will be for 3 year review unless otherwise stated.

References:
Ministerial Order 706 Anaphylaxis - Anaphylaxis Management in Schools

Anaphylaxis Guidelines for Victorian Schools

Policy ratified 2014