Appendix A Anaphylaxis Management Policy

Communication Plan

**Aim:** To develop and maintain communication strategies to minimise risks and effectively manage episodes of Anaphylaxis at Gembrook Primary School through engaging students, parents, staff and the school community in education, planning and policy development.

**Communication Strategies:**

**Parents:**
- Enrolment information to identify students with Anaphylaxis
- Parents will be requested to provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) action plan signed by the student’s doctor to be provided prior to the student commencing school.
- 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 and their signs of Anaphylaxis, through staff meetings.
- All staff will be made aware of where student action plans and EpiPens are stored through staff meetings and medical alerts posted in all learning centres and CRT folders.
- All staff will 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.
- Staff will be respectful of parents concerns about Anaphylaxis risk management and will collaborate to improve Individual student anaphylaxis management plans and the school anaphylaxis policy.
- All staff will undertake a 3 yearly course of 3 hours duration accredited by the Victorian Registration and Qualifications Authority.
- All staff will undertake twice Yearly Anaphylaxis Briefing 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

**Students and the School Community:**
- Periodically information to raise awareness of allergies, Anaphylaxis, and preventative strategies will be provided through the school newsletter and classroom activities.
- A letter will be sent to families of all students who are in a classroom with a student who experiences Anaphylaxis requesting them to be particularly vigilant about risk minimisation with practical advice.
- Messages about Anaphylaxis in the classroom and in written communication will include:
  - That food allergies and anaphylaxis and that severe allergies are a serious health issue.
  - Don’t share your food with someone who has a food allergy
  - Wash your hands after eating
  - Know what your friends and classmates are allergic to
  - If your friend becomes sick get help straight away
  - Be respectful of any medication that belongs to another student
  - Don’t pressure anyone to eat food they might be allergic to.
- Resources can be found at: [www.rch.org.au/allergy/parent_information_sheets/Parent_Information_Sheets/](http://www.rch.org.au/allergy/parent_information_sheets/Parent_Information_Sheets/)

**Strategies to be carried out in response to an Anaphylactic Reaction:**

**In the Classroom:**
- An ambulance will be called immediately an anaphylactic reaction is suspected.
- The student experiencing anaphylaxis will not be moved.
- The classroom teacher will send another staff member to collect the student medication and action plan from its storage point in the classroom or the first aid room. This may include antihistamine as well as an Epipen or Anapen autoinjector
- The School Emergency Management Plan will be activated to involve more staff in the management of the situation
- An VRQA trained staff member will provide first aid and act in coordination with the Ambulance Operator
- Action recommended on the student’s action plan will be carried out, including the administering of antihistamine medication or an autoinjector such as an Epipen or Anapen.
- If an Epipen is administered the school will:
  - 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 as directed by the incident controller
• The class room teacher will comfort the student.
• Other students will be moved away from the treatment site to the supervision of another staff member as directed by the incident controller
• A staff member will wait at the front of the school to direct ambulance officers to the treatment site as directed by the incident controller

**In the school Yard:**
• Yard duty staff carry a yard duty kit which includes a charged telephone and ‘help needed’ cards specifically for each student known to be at risk of Anaphylaxis.
• An ambulance will be called immediately an anaphylactic reaction is suspected.
• The student experiencing anaphylaxis will not be moved.
• The yard duty teacher will send the ‘help needed for ....’ card to the school office
• Any staff member receiving the card at the office will immediately collect the student medication and action plan from its storage point in the classroom or the first aid room. This may include antihistamine as well as an Epipen or Anapen autoinjector and take it to the treatment site.
• The School Emergency Management Plan will be activated to involve more staff in the management of the situation
• An VRQA trained staff member will provide first aid and act in coordination with the Ambulance Operator
• Action recommended on the student’s action plan will be carried out, including the administering of antihistamine medication or an autoinjector such as an Epipen or Anapen.
• If an Epipen is administered, the school will:
  ➢ 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 as directed by the incident controller
• The class room teacher will be sent to comfort the student.
• Other students will be moved away from the treatment site to the supervision of another staff member as directed by the incident controller
• A staff member will wait at the front of the school to direct ambulance officers to the treatment site as directed by the incident controller
• The staff will coordinate to provide protection for the student from the weather as required, for example umbrellas or blankets.

**On School Excursions:**
• The Staff member responsible for a student at risk of anaphylaxis will carry a charged telephone and the student's medication while on excursion
• An ambulance will be called immediately an anaphylactic reaction is suspected.
• The student experiencing anaphylaxis will not be moved.
• The teacher supervising the student on the excursion will send another adult for help
• Any staff member receiving the request for help will go immediately to the treatment site and activate the Emergency Management plan
• The School Emergency Management Plan will be activated to involve more staff in the management of the situation
• An VRQA trained staff member will provide first aid and act in coordination with the Ambulance Operator
• Action recommended on the student’s action plan will be carried out, including the administering of antihistamine medication or an autoinjector such as an Epipen or Anapen.
• If an Epipen is administered the school will:
  ➢ 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 as directed by the incident controller
• The class room teacher will comfort the student.
• Other students will be moved away from the treatment site to the supervision of another staff member as directed by the incident controller
• A staff member or other responsible adult will wait at the front of the excursion venue to direct ambulance officers to the treatment site, as directed by the incident controller
• The staff will coordinate to provide protection for the student from the weather as required, for example umbrellas or blankets.

**On School Camps**

• The Staff member responsible for a student at risk of anaphylaxis will carry a charged telephone and the students medication while on camp
• A risk assessment will be carried out to identify and minimise the risk of exposure to allergens prior to the camp with Camp food preparation staff informed of student food allergies.
• An ambulance will be called immediately an anaphylactic reaction is suspected.
• The student experiencing anaphylaxis will not be moved.
• The teacher supervising the student on the excursion will send another adult for help
• Any staff member receiving the request for help will go immediately to the treatment site and activate the Emergency Management plan
• The School Emergency Management Plan will be activated to involve more staff in the management of the situation
• An VRQA trained staff member will provide first aid and act in coordination with the Ambulance Operator
• Action recommended on the student’s action plan will be carried out, including the administering of antihistamine medication or an autoinjector such as an Epipen or Anapen.
• If an Epipen is administered the school will:
  ➢ 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 as directed by the incident controller
• The class room teacher will comfort the student.
• Other students will be moved away from the treatment site to the supervision of another staff member as directed by the incident controller
• A staff member or other responsible adult will wait at the front of the excursion venue to direct ambulance officers to the treatment site, as directed by the incident controller
• The staff will coordinate to provide protection for the student from the weather as required, for example umbrellas or blankets.

**On Special Event Days Organised by the School**

• The Staff member responsible for a student at risk of anaphylaxis will carry a charged telephone and the student’s medication while on yard duty or outdoor activities.
• A risk assessment will be carried out to identify and minimise the risk of exposure to allergens prior to the event with food preparation staff or volunteers informed of student food allergies.
• An ambulance will be called immediately an anaphylactic reaction is suspected.
• The student experiencing anaphylaxis will not be moved.
• The teacher supervising the student on the excursion will send another adult for help.
• Any staff member receiving the request for help will go immediately to the treatment site and activate the Emergency Management plan
• The School Emergency Management Plan will be activated to involve more staff in the management of the situation
• An VRQA trained staff member will provide first aid and act in coordination with the Ambulance Operator
• Action recommended on the student’s action plan will be carried out, including the administering of antihistamine medication or an autoinjector such as an Epipen or Anapen.
• If an Epipen is administered the school will:
  ➢ 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 as directed by the incident controller
• The classroom teacher will comfort the student.
• Other students will be moved away from the treatment site to the supervision of another staff member as directed by the incident controller
• A staff member or other responsible adult will wait at the front of the excursion venue to direct ambulance officers to the treatment site, as directed by the incident controller
• The staff will coordinate to provide protection for the student from the weather as required, for example umbrellas or blankets.