



# ANAPHYLAXIS MANAGEMENT POLICY

## Definition of key terms:

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Approximately two percent of the general population and up to five percent of children are at risk. The most common food induced allergic reactions are caused by peanuts, tree nuts, eggs, cow's milk, wheat, soy, fish, shellfish and sesame seeds. Other common allergens include bee, wasp and jumper jack stings, tick bites, some medications (e.g. antibiotics and anaesthetic drugs) and latex.

Anaphylaxis (a severe allergic reaction) can include difficult/noisy breathing, swelling of the tongue, swelling/tightness in throat, difficulty breathing and/or hoarse voice, wheeze or persistent cough, persistent dizziness or collapse, abdominal pain and/or vomiting and, in young children, being pale and floppy.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes. Adrenalin given through an EpiPen® autoinjector to the muscle of the outer thigh is the most effective first aid treatment for anaphylaxis.

Holy Spirit Primary School recognises that it is difficult to achieve a completely allergen free environment in a school context. Holy Spirit Primary School is committed to implementing a range of procedures and risk minimisation strategies to reduce the risk of a student having an anaphylactic reaction at school and to ensure that staff are trained to respond appropriately should an anaphylactic reaction occur.

## Rationale:

Holy Spirit Primary School is committed to ensuring the health, wellbeing and safety of all students, and that students will be attended to with due care when a medical emergency arises.

Holy Spirit Primary School is committed to fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

## Aims of Policy:

- To raise awareness about anaphylaxis and the school's Anaphylaxis Management Policy
- To minimise the risk of a student having an anaphylactic reaction at school or at off-site school activities
- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling
- To ensure that all staff members have adequate knowledge about allergies, anaphylaxis, the school's policies and procedures in regard to anaphylaxis management and the appropriate response to an anaphylactic reaction
- To ensure staff members, including teaching staff and administration staff, are trained to respond appropriately if a student has an anaphylactic reaction
- To ensure parents of students at risk of an anaphylactic reaction are actively involved in ensuring the safety and wellbeing of those students



### Elements of this Policy:

- A) General Principles
- B) Staff Training
- C) Individual Anaphylaxis Management Plans
- D) Risk Minimisation Strategies
- E) School Planning and Emergency Response
- F) Specific Emergency Response Procedures
- G) EpiPens® for General Use
- H) Communication Plan
- I) Annual Risk Management Checklist

### Implementation:

#### A) General Principles

- The school follows the requirements of Ministerial Order 706 and the ‘Guidance for Developing an Anaphylaxis Management Policy’, as outlined in the Anaphylaxis Guidelines published by the State of Victoria (Department of Education and Training), in the implementation of its Anaphylaxis Management Policy
- The Australasian Society of Clinical Immunology and Allergy (ASCIa) is the body referred to for specific information on training, management and treatment of anaphylaxis
- All staff have a duty of care to take appropriate steps to avoid reasonably foreseeable risks of injury to students. For the purposes of this policy, school staff includes: Leadership; Classroom and Specialist Teachers; Educational Support Staff; Administration staff; the Tuckshop Manager, Emergency Teachers; Volunteers

#### B) Staff Training

- The following staff will be appropriately trained:
  - School staff who conduct classes attended by students who are at risk of anaphylaxis
  - School Leadership
  - Administration staff
  - Educational Support Staff as deemed necessary
  - The Tuckshop Manager
- The following staff will be briefed, when and as necessary, on the school’s Anaphylaxis Management Procedures and students who come into their care:
  - Emergency Teachers
  - Pre-Service Teachers
  - Volunteers
- School staff will complete one of the following options to meet the anaphylaxis training requirements of MO706:
  - ‘ASCIa Anaphylaxis e-training for Victorian Schools’, followed by a competency check by the School Anaphylaxis Supervisor (valid for 2 years). To support this, two staff are trained in the ‘Course in Verifying the Correct use of Adrenaline Autoinjector Devices (3 years)
  - ‘Course in First Aid Management of Anaphylaxis’ (3 years)
  - ‘Course in Anaphylaxis Awareness’ (3 years)
- In addition, all staff will participate in two briefings per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - Legal requirements, as outlined in Ministerial Order 706
  - Pictures of the students at Holy Spirit Primary School who are known to be at risk of anaphylaxis, their allergens, their year levels and the risk management plans that are in place
  - Signs and symptoms of anaphylaxis
  - ASCIa Anaphylaxis e-training
  - ASCIa Action Plan for Anaphylaxis and how to administer an EpiPen®



- The school First Aid policy and emergency response procedures
  - Ongoing support and training
  - The location of Individual Anaphylaxis Management Plans and Overviews
  - The location of individual and generic EpiPens®
  - Roles and responsibilities in regard to anaphylaxis management, both at school and off-site
- The briefings will be conducted by the School Anaphylaxis Supervisor or a staff member who has successfully completed an approved anaphylaxis management training course in the past two years
  - In the event that relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, an interim Anaphylaxis Management Plan will be developed in consultation with the student's parents

### **C) Individual Anaphylaxis Management Plans**

- The Principal will ensure that an Individual Anaphylaxis 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
- The Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student is diagnosed as being at risk of anaphylaxis or, for new enrolments, as soon as practicable after the student enrolls and where possible before their first day of school
- 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 and the signs or symptoms the student might exhibit in the event of an allergic reaction
  - Strategies to minimise the risk of exposure to known allergens for both in-school and out-of-school settings such as classrooms, the playground, excursions, sports days and camps
  - The person responsible for implementing the identified risk minimisation strategies
  - Information on where the student's medication will be stored
  - An up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner
- School staff will implement and monitor the student's Individual Anaphylaxis Plan as required
- Each student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with their parents, in all of the following circumstances:
  - Annually
  - If the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
  - As soon as practicable after the student has an anaphylactic reaction at school
  - When the student is to participate in an off-site activity (e.g. camps and excursions) or when special events are conducted, organised or attended by the school (e.g. class parties, cultural days, fetes, concerts, celebrations, special lunches)
- It is the responsibility of the student's parents to:
  - Obtain the 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 change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction and, if relevant, obtain an updated ASCIA Action Plan for Anaphylaxis
  - Provide an up-to-date photo of the student for the ASCIA Action Plan when the Plan is provided to the school and each time it is reviewed
  - Participate in annual reviews of their child's Plan



#### **D) Risk Minimisation Strategies**

Holy Spirit Primary School has identified and put in place a number of Risk Minimisation Strategies for both in-school and out-of-school activities. These Risk Minimisation Strategies include, but are not limited to:

- General:
  - The School does not allow any nut-related products to be kept in the classrooms or tuckshop or to be available at any school-related activities. This includes products such as peanut butter and chocolate nut spreads
  - The school does not have a blanket ban of nuts or other foods associated with anaphylaxis or allergies because:
    - It can create complacency amongst staff and students
    - It cannot eliminate the presence of all allergens
  - Food sharing is not recommended but, if deemed necessary, should be supervised closely
- Classrooms:
  - A copy of the student's Individual Anaphylaxis Management Plan is required to be on prominent display in the student's home-room
  - The classroom teacher is responsible for liaising with parents about food-related activities well ahead of time
  - Classroom treats that are food-based should be of a suitable type for most students (e.g. 'The Natural Confectionary' brand). It is recommended that parents provide a box of treats for students for whom this is not suitable
  - Food from outside sources is not to be given to a student who is at risk of anaphylaxis unless parents have been consulted and have approved the food item
  - Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts
  - Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy
  - Other products labelled with possible ingredient/s that a student is allergic to should not be served to the student
  - Teachers need to be aware of the possibility of hidden allergens when using containers such as egg cartons, milk cartons, empty peanut butter jars
  - If cooking with students, ensure all utensils are cleaned thoroughly after use
  - Teachers should have regular discussions with students about washing their hands, eating their own food and not sharing food unsupervised
  - Classroom tables should be thoroughly cleaned regularly
  - The Deputy Principal or representative will inform Emergency Teachers of any students they are responsible for who are at risk of anaphylaxis, where their Individual Anaphylaxis Management Plan and EpiPen® are kept, of the school's Anaphylaxis Management Policy and what to do should an emergency arise
  - The classroom teacher is responsible for informing any classroom volunteers, if deemed necessary, of students who are at risk of anaphylaxis, where their Individual Anaphylaxis Management Plan and EpiPen® are kept, and what to do should an emergency arise
- Specialist Teachers
  - Specialist Teachers are provided with a summary of students who are at risk of anaphylaxis; this summary includes each student's name, photo and allergens; the summary is provided at the beginning of the school year and is updated when changes are made
  - Specialist Teachers are required to follow the Classrooms guidelines, as outlined above



- Educational Support Staff
  - Educational Support Staff (ESS) are informed at the beginning of the school year, usually by the School Anaphylaxis Supervisor, of any students who are at risk of anaphylaxis, where their Individual Anaphylaxis Management Plans and EpiPens® are kept, of the school's Anaphylaxis Management Policy and what to do should an emergency arise
  - Classroom teachers are responsible for ensuring relevant ESS are aware of students in their classroom who are at risk of anaphylaxis and any specific issues that may arise in the day to day running of the classroom
  - As deemed necessary, ESS are trained in Anaphylaxis Management Procedures
- The School Tuckshop
  - The Tuckshop Manager must have satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy and awareness of the need to closely read packaging labels
  - The Tuckshop Manager and volunteers must be briefed, usually by School Anaphylaxis Supervisor, about any students who are at risk of anaphylaxis and procedures to follow should an emergency arise
  - Students' ASCIA Action Plans for Anaphylaxis, with food allergens detailed, will be on display in the tuckshop
  - Food banning is not recommended; instead, 'no-sharing' with students with food allergies is recommended for food, utensils and food containers
  - Peanut and tree nut products (e.g. containing hazelnuts, cashews and almonds) are not to be stocked in the tuckshop
  - All food preparation surfaces are to be wiped down regularly with warm soapy water
- The School Playground
  - The School ensures that sufficient staff trained in the administration of an EpiPen® and Anaphylaxis Management Procedures are on yard duty at any one time
  - All staff on yard duty are aware of the school's emergency response procedures and how to notify of an anaphylactic reaction in the yard
  - All staff are aware of the identity of the students who are at risk of anaphylaxis
  - All staff are aware of the location of individual students' EpiPens® and the school's generic EpiPens®
  - First Aid bumbags for yard duty have students' pictures and allergen information attached to them
  - Students with severe allergies to insects are encouraged to stay away from plants that attract insects
- School-based Special Events
  - All staff involved in supervising the special event must be aware of and be able to identify any students who are at risk of anaphylaxis
  - Sufficient staff supervising the special event must be trained in the administration of an EpiPen® and be able to respond quickly to an anaphylactic reaction if required
  - For special events involving food, school staff (usually the classroom teacher or teacher organising the event) should consult parents of students who are at risk of anaphylaxis in advance to identify alternative foods or to request the parents send appropriate foods for the student
  - If parents are providing food for a special event, they should be informed in advance about foods that may cause allergic reactions in students who are at risk of anaphylaxis and should be asked to clearly label foods that may be reasonable alternatives



- Out of School Day Trips/Part Day Trips
  - When travelling by bus/vehicle, a student's ASCIA Action Plan for Anaphylaxis and EpiPen® must be with the supervising teacher on the same bus/vehicle as the student
  - On any outside school day trips such as excursions and sporting events, sufficient school staff supervising the trip must be trained in the administration of an EpiPen® and be able to respond quickly to an anaphylactic reaction if required
  - At least one school staff member trained in the recognition of anaphylaxis and the administration of an EpiPen® must accompany any student at risk of anaphylaxis on excursions and off-site school activities
  - A student's EpiPen® and copy of the individual ASCIA Action Plan for Anaphylaxis must be taken on any trip outside school, must be easily accessible and school staff must be aware of their exact location
  - All staff involved in supervising the day trip must be aware of and be able to identify any students who are at risk of anaphylaxis
  - For each day trip away from school, a risk assessment must be undertaken for each individual student attending who is at risk of anaphylaxis. Consideration must be given to the number of anaphylactic students attending, the nature of the trip and the distance from medical attention
  - The school should consult parents of anaphylactic students in advance to discuss any issues that may arise, particularly if food is being provided or there is a possibility of contact with allergens
  - If parents wish to accompany their child at risk of anaphylaxis, this should be considered if there is risk of allergen contact
  - If the trip is to another school, that school should be notified ahead of time that a student at risk of anaphylaxis is attending and appropriate risk minimisation strategies discussed
  - One of the school's generic EpiPens® must be taken on day and part day trips away from school, even if no students at risk of anaphylaxis are attending, as a back-up in case of emergency
- Overnight Camps
  - When travelling to the camp, a student's ASCIA Action Plan for Anaphylaxis and EpiPen® must be with the supervising teacher on the same bus/vehicle as the student
  - A student's EpiPen® and copy of the individual Anaphylaxis Management Plan must be taken on any overnight camp, must be easily accessible and school staff must be aware of their exact location at all times
  - On any overnight camp, sufficient school staff supervising the special event must be trained in the administration of an EpiPen® and be able to respond quickly to an anaphylactic reaction if required
  - At least one school staff member trained in the recognition of anaphylaxis and the administration of an EpiPen® must be with any student at risk of anaphylaxis at all times and must carry the student's EpiPen® and copy of the individual Anaphylaxis Management Plan if not within reasonable distance of where both are being kept
  - All staff attending camp must be aware of and be able to identify any students who are at risk of anaphylaxis, should familiarise themselves with the students' Individual Anaphylaxis Management Plans, be aware of emergency response procedures while on camp and be aware of their responsibilities in the event of an anaphylactic reaction
  - Prior to the camp taking place, school staff (either the classroom teacher or camp organiser) will consult the parents of anaphylactic students to ensure that each student's Anaphylaxis Management Plan is up-to-date and relevant to the circumstances of the particular camp
  - Prior to the camp taking place, school staff (either the classroom teacher or camp organiser) will consult the parents of anaphylactic students and the camp operator to ensure that appropriate procedures are in place to manage an anaphylactic reaction should it occur



- The school will conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis while they are on camp. This should be developed in consultation with parents of students at risk of anaphylaxis and the camp operators prior to the commencement of the camp
- If parents wish to accompany their child at risk of anaphylaxis on camp, this will be given due consideration
- One of the school's generic EpiPens® must be taken on overnight camps, even if there is no student identified as being at risk of anaphylaxis, as a back-up device in the event of an emergency
- A mobile phone must be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered
- Local emergency services must be contacted prior to going on camp and provided with the details of students' medical conditions and the location of the camp and related activities; all staff attending the camp must be provided with emergency services' details
- Prior to engaging a camp operator's services, the school will ensure that the camp can provide food that is safe for anaphylactic students and that the camp cook has training in food allergen management and food-handling practices
- If there are any concerns about whether food provided on camp will be safe for students at risk of anaphylaxis, it will raise these concerns with the camp operator and consider alternative means of providing food for those students
- Activities on camp, such as cooking and art/craft activities will not involve the use of known allergens
- Consideration will be given to the potential exposure to allergens when consuming food on buses and in cabins
- Students with severe allergies to insects will be reminded to wear closed shoes and long-sleeved garments when outdoors and will be encouraged to stay away from water and flowering plants

#### **E) School Planning and Emergency Response**

- The school keeps an up-to-date list of students identified as being at risk of anaphylaxis (refer to attachment)
- Copies of Individual Anaphylaxis Management Plans are kept:
  - In a display folder in the First Aid Room
  - In a display folder kept in the Staffroom, adjacent to the overview of students at risk of anaphylaxis
  - In a display folder in the Deputy Principal's office
  - On display in the classroom of each student at risk of anaphylaxis
- Copies of relevant student's Individual Anaphylaxis Management Plans are collected by classroom teachers prior to going on any external events such as excursions, sporting events and camps and retained by the relevant teacher while away from school
- Overviews of students at risk of anaphylaxis, containing each student's name, photo, class, and allergens, are kept:
  - On the wall in the First Aid Room
  - On the wall (opposite the cupboards) in the Staffroom
  - On First Aid bumbags for Yard Duty use
  - By each specialist teacher
  - By each classroom teacher (of students in their level)
- Individual student's EpiPens® are kept on the shelf in the First Aid Room, with each student's name clearly labelled on the shelf and their storage bag
- Generic EpiPens® are kept in the cupboard in the First Aid Room and in the First Aid cupboard in the Staffroom



- A generic EpiPen® and relevant students' EpiPens® are collected by classroom teachers prior to going on any external events such as excursions, sporting events and camps and retained by the relevant teacher while away from school
- Teachers are required to return all EpiPens® to their correct location upon return to school
- All EpiPens® are checked regularly by administration staff or School Anaphylaxis Supervisor to ensure that they are within the use-by date; out-of-date generic EpiPens® are replaced by administration staff or School Anaphylaxis Supervisor; parents are informed if a student's EpiPen® is found to be out-of-date
- Staff are briefed twice per year, initially at the beginning of the school year (refer to Section B)
- The Principal ensures staff training is kept up-to-date (refer to Section B)
- Students are briefed on a regular basis about allergies, anaphylaxis, appropriate behaviours towards peers identified as anaphylactic and how to respond should an anaphylactic reaction occur in the classroom, playground or off-site
- The school's Communication Plan (refer to Section G) outlines communication about allergies, anaphylaxis and appropriate responses to an anaphylactic reaction for: staff; students; parents; emergency teachers; volunteers. This communication occurs on a regular basis, according to the need of each group

#### **F) Specific Emergency Response Procedures**

- Should a student have an anaphylactic reaction in a classroom, the supervising teacher needs to:
  - Attend to the student, following the student's Anaphylaxis Management Plan section for 'Action for Anaphylaxis'
  - Contact the school office for assistance (either via the intercom or by sending an ESS or student) and/or make contact with a teacher in an adjacent classroom
  - Identify the student by name and state the medical issue
  - Remove, as far as is practicable, other students from the scene of the incident
  - Administer the EpiPen® once it has been obtainedLeadership or Administration staff need to ensure that an ambulance and the student's parents are contacted immediately; a staff member needs to be designated to wait for and direct the ambulance
- Should a student have an anaphylactic reaction in the playground, hall or church, the supervising teacher needs to:
  - Attend to the student, following the ASCIA Action Plan for Anaphylaxis section 'Action for Anaphylaxis'
  - Contact the school office (or Staffroom if recess or lunchtime) for assistance by sending an ESS or student, with the card from the First Aid bumbag if possible; ensure they identify the student by name and state the medical issue
  - Make contact with a nearby teacher
  - Remove, as far as is practicable, other students from the scene of the incident
  - Administer the EpiPen® once it has been obtainedLeadership or Administration staff need to ensure that an ambulance and the student's parents are contacted immediately; a staff member needs to be designated to wait for and direct the ambulance
- Should a student have an anaphylactic reaction during an off-site activity, the supervising teacher needs to:
  - Attend to the student, following the Anaphylaxis Management Plan section for 'Action for Anaphylaxis'
  - Administer the EpiPen®
  - Make contact with another teacher, an ESS or a parent helper, if possible
  - Remove, as far as is practicable, other students from the scene of the incident
  - Ensure that an ambulance is contacted immediately, giving specific information about the location; ensure that the student's parents and the school are contacted



### **G) Epi-pens® for General Use**

- The school has two EpiPens® available for general use
- One generic EpiPen® is kept in the cupboard in the First Aid Room
- A second generic EpiPen® is kept in the First Aid cupboard in the Staffroom
- Generic EpiPens® are checked regularly by administration staff or School Anaphylaxis Supervisor to ensure that they are within the use-by date; out-of-date generic EpiPens® are replaced by administration staff or School Anaphylaxis Supervisor
- A generic EpiPen® is taken to all off-site school activities

### **H) Communication Plan**

- School staff:
  - Relevant staff are regularly trained in anaphylaxis management (refer to Section B)
  - School staff are briefed twice per year on allergies, anaphylaxis and anaphylaxis management; this briefing includes dealing with an anaphylactic reaction in a student both on-site and off-site (refer to Section B)
  - School staff are updated as necessary with changes to students' medical conditions
  - Updated Individual Anaphylaxis Management Plans are distributed as necessary to relevant staff and placed in Medical display folders
  - Updated overviews of students at risk of anaphylaxis are distributed as necessary to relevant staff
  - Staff are updated as necessary with changes to Government regulations regarding anaphylaxis management
  - Classroom teachers inform Educational Support Staff working in their level of any students who are at risk of anaphylaxis and relevant information
- Emergency Teachers and Pre-Service Teachers:
  - Emergency teachers and Pre-service teachers will be briefed by the Deputy Principal or School Anaphylaxis Supervisor regarding anaphylaxis, the school's anaphylaxis management policy and how to respond if an anaphylactic reaction occurs
  - They will be provided with specific information regarding students who will be in their class for the duration of their placement
- Students:
  - A formal assembly is held at least once per year to inform students of: what an allergy is; allergens; reactions to allergens; what anaphylaxis is; what an anaphylactic reaction is; how to respond if an anaphylactic reaction occurs to a peer; how to behave towards peers who have allergies and the potential for an anaphylactic reaction (recommended resource: ASCIA Allergy Aware Presentation)
  - Classroom teachers inform the students in their class of any peers who are at risk of anaphylaxis; how to behave towards those students and any other relevant information regarding students with anaphylaxis
  - Classroom teachers regularly remind students of key messages about anaphylaxis (refer to 'Be a MATE Kit, published by Anaphylaxis and Allergy Australia)
- Parents:
  - Parents of students who are at risk of anaphylaxis are invited to communicate with the appropriate member of the school staff should they have any concerns regarding their child's health and wellbeing
  - Prior to the occasion, parents of students who are at risk of anaphylaxis are contacted if there is deemed to be any risk to their child during a school activity
  - The general parent community is reminded of the need to be mindful of students with allergies when preparing food for school events. Food deemed suitable for students with allergies must be appropriately labelled with all ingredients



- Parents are informed about allergies, anaphylaxis and appropriate responses to an anaphylactic reaction through the school newsletter and information sessions
- Volunteers:
  - If a volunteer to the school is working with or near the students, they will be briefed by the Deputy Principal or School Anaphylaxis Supervisor regarding anaphylaxis and the school's anaphylaxis management policy

**I) Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist, as published by the Department of Education and Training, to monitor the school's compliance with mandated obligations

**Evaluation:**

The Anaphylaxis Management Policy will be evaluated and reviewed annually or when changes are made to Government directives

Date of last review: July 2017

**References:**

- Ministerial Order 706 'Anaphylaxis Management in Victorian Schools', State Government of Victoria, December 2015
- 'Anaphylaxis Guidelines: A Resource for Managing Severe Allergies in Victorian Schools', State of Victoria (Department of Education and Training), July 2016