

# **Box Hill Senior Secondary College**

## **Anaphylactic Policy 2014**

### **Ministerial Order 706**

On 14 July 2008, the *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008* came into effect amending the *Children's Services Act 1996* and the *Education and Training Reform Act 2006* requiring that all licensed children's services and schools have an anaphylaxis management policy in place.

*Ministerial Order 706 - Anaphylaxis Management in Victorian Schools* outlines the requirements of a school Anaphylaxis Management Policy. Ministerial Order 706 comes into effect on **22 April 2014** and repeals Ministerial Order 90.

All schools must review and update their existing policy and practices in managing students at risk of anaphylaxis to ensure they meet the legislative and policy requirements outlined below.

Any school that has enrolled a student or students at risk of anaphylaxis must by law have a School Anaphylaxis Management Policy in place that includes the following:

- a statement that the school will comply with Ministerial Order 706 and associated guidelines
- an Individual Anaphylaxis Management Plan (that includes an individual ASCIA Action Plan for Anaphylaxis) for each affected student, developed in consultation with the student's parents/carers and medical practitioner
- information and guidance in relation to the school's management of anaphylaxis, including:
  - prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction for in-school and out-of-school settings
  - school management and emergency response procedures that can be followed when responding to an anaphylactic reaction
  - the purchase of spare or 'backup' adrenaline auto-injection devices(s) as part of the school first aid kit(s), for general use
  - development of a Communication Plan to raise staff, student and school community awareness about severe allergies and the School's Anaphylaxis Management Policy
  - regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen/Anapen and
  - completion of an Annual Anaphylaxis Risk Management Checklist.

For more information regarding the legislative requirements of Ministerial Order 706, and its supporting information and resources, see:

- [Ministerial Order 706 \(docx - 103.55kb\)](#)
- [Fact Sheet – Changes to Anaphylaxis Management in all Victorian Schools \(pdf - 29.65kb\)](#)
- [Fact Sheet – Changes to Anaphylaxis Management in all Victorian Schools \(docx - 178.62kb\)](#)
- [Questions and Answers on implementation of Ministerial Order 706 \(pdf - 52.69kb\)](#)
- [Questions and Answers on implementation of Ministerial Order 706 \(docx - 39.78kb\)](#)

For all anaphylaxis management enquires schools can contact the Royal Children's Hospital Anaphylaxis Advisory Line (toll free) on 1300 725 911 - see the Resources section on this page.

**As at April 22, 2014 Box Hill Senior Secondary College complies with Ministerial Order 706 and associated guidelines**

### **Rationale:**

Box Hill Senior Secondary College has a duty of care towards students, which includes protecting an anaphylactic student from risks that the college should reasonably have foreseen.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

## **Signs and symptoms of anaphylaxis**

For a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- abdominal pain and/or vomiting.

For a severe allergic reaction can include:

- difficulty breathing or noisy breathing
- swelling of the tongue
- swelling/tightness in the throat
- difficulty talking and/or a hoarse voice
- wheezing or persistent coughing
- loss of consciousness and/or collapse
- young children may appear pale and floppy

## **Aims:**

To facilitate the safety of students suffering from anaphylaxis, the College will follow DEECD Anaphylaxis guidelines for students who are recognised as at risk.

## **Implementation:**

- **Anaphylaxis Management Plans will be** developed for every student who has been diagnosed as at risk of anaphylaxis. The student's Anaphylaxis Management Plan should clearly set out:
  - the type of allergy or allergies.
  - the student's emergency contact details.
  - practical strategies to minimise the risk of exposure to allergens for in-school and out of class settings, including:
    - » during classroom activities
    - » in the canteen or during lunch or snack times
    - » before and after school in the yard and during breaks
    - » for special events such as incursions, sport days or class parties
    - » for excursions and camps.

- the name of the person/s responsible for implementing the strategies.

- information on where the EpiPen will be stored.

The Anaphylaxis Management Plan should also include an Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan. It is the responsibility of parents/carers to complete an ASCIA Action Plan, in consultation with their child's medical practitioner, and provide a copy to the school. The ASCIA Action Plan must be signed by the student's medical practitioner, and have an up to date photograph of the student.

A copy of the student's ASCIA Action Plan will be kept in the First Aid Office and with the EpiPen in the General Office and will be easily accessible by staff in the event of an incident.

Information is to be kept up to date and reviewed annually with the student's parents/carers. When reviewed, parents should also provide an updated photo of the child for the ASCIA Action Plan.

- **Storage and Accessibility of EpiPens**

If a student has been prescribed an EpiPen, the EpiPen must be provided by the student's parent/carers to the school.

- EpiPens will be located in the **General Office** and when deemed appropriate by parents and the college, another epiPen may be carried by an anaphylactic student.
- EpiPens should be clearly labelled with the student's name.
- A copy of the student's ASCIA Action Plan should be kept with the EpiPen.
- Each student's EpiPen should be distinguishable from other students' EpiPens and medications.

- All staff should know where the EpiPen is located.
- EpiPens should be signed in and out when taken from the usual place, for example for camps or excursions.

### **Responsibilities:**

#### ➤ **College.** Responsible for:

- Actively seeking information to identify students with severe life threatening allergies at enrolment.
- Meeting with parents/carers to obtain information about student's allergies and prevention strategies if a student has been diagnosed as being at risk of anaphylaxis.
- Conducting a risk assessment to allergens while the student is in the care of the school.
- Requesting that parents provide an ASCIA Action Plan that has been signed by the student's medical practitioner and has an up to date photograph of the student.
- Ensuring that parents provide the student's EpiPen and that it is not out of date.
- Ensuring that relevant staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.
- Developing a communication plan to raise student, staff and parent awareness about severe allergies and the school's policies through newsletters, posters, meetings and training.
- Providing information to all staff (including teaching and non-teaching, CRT staff, new staff, canteen staff and volunteers) so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures.
- Ensuring that the canteen and other program providers can demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling practices.
- Developing and reviewing the student's Anaphylaxis Management Plan annually including an annual risk assessment, in consultation with parents.
- Supporting staff in conducting regular reviews of prevention and management strategies and individual student management plans.
- Supporting staff in developing strategies to raise school staff, student and community awareness about severe allergies.
- Obtaining training for staff in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.

#### ➤ **Relevant staff.** Responsible for:

- Knowing the identity of students who are at risk of anaphylaxis.
- Understanding the causes, symptoms, and treatment of anaphylaxis.
- Obtaining training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.
- Knowing the school's first aid emergency procedures and what their role is in relation to responding to an anaphylactic reaction.
- Knowing where the student's EpiPen is kept. Remember that the EpiPen is designed so that anyone can administer it in an emergency.
- Knowing and following the prevention strategies in the student's Anaphylaxis Management Plan.

- Planning ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Working with parents/carers to provide appropriate food for the student.
- Avoiding the use of food treats in class or as rewards, as these may contain hidden allergens.
- Being careful of the risk of cross-contamination when preparing, handling and displaying food.
- In food technology, making sure that tables and surfaces are wiped down regularly and that students at risk are given an allocated workspace.
- Raising student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

➤ **Assistant Principal Operations**

- Responsible for supporting the Principal, teachers and Education Support staff to implement prevention and management strategies for the school that include:
  - Maintaining an up to date register of students at risk of anaphylaxis.
  - Expecting that students' emergency contact details are up to date.
  - Checking that the EpiPen is not cloudy or out of date regularly, e.g. at the beginning or end of each term.
  - Informing parents/carers a month prior if the EpiPen needs to be replaced.
  - Ensuring that the EpiPen is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.
  - Supporting staff in conducting regular reviews of prevention and management strategies and individual student management plans.
  - Supporting staff in developing strategies to raise school staff, student and community awareness about severe allergies.
- **Parents/carers** of a student at risk of anaphylaxis. Responsible for:
  - Informing the school, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.
  - Obtaining information from the student's medical practitioner about their condition and any medications to be administered. Inform school staff of all relevant information and concerns relating to the health of the student.
  - Meeting with the school to develop the student's Anaphylaxis Management Plan.
  - Providing an ASCIA Action Plan, or copies of the plan to the school that is signed by the student's medical practitioner and has an up to date photograph.
  - Providing the EpiPen and any other medications to the school.
  - Replacing the EpiPen and/or medications before it expires.
  - Assisting school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events such as class parties or sport days.
  - Supplying alternative food options for the student when needed.
  - Informing the College of any changes to the student's emergency contact details.
  - Participating in reviews of the student's Anaphylaxis Management Plan, e.g. when there is a change to the student's condition or at an annual review.

### **Action Plan for Reaction**

- Staff member is to stay with the student. Do NOT leave the student unattended.
- Urgently send another staff member to the **General Office to collect the Epipen** or a student runner to have the Epipen delivered urgently by another staff member.
- General Office to ensure First Aid Coordinator or trained staff member is sent to location also.
- Follow the individual students Action Plan (ASCIA) – stored with the Epipen.
- In mild/moderate reactions - give medications if prescribed and directed in plan.
- With Severe reactions – give Epipen – note time administered.
- Attending Staff member to ensure an ambulance is called.
- Contact the parents/carers.
- Administer first aid as required.

### **Resources:**

[www.allergy.org.au](http://www.allergy.org.au) (ASCIA)

<http://www.education.vic.gov.au/aboutschool/childhealth/anaphylaxis.htm>

[www.education.vic.gov.au/about/news/newsalerts/anaphylaxis.htm](http://www.education.vic.gov.au/about/news/newsalerts/anaphylaxis.htm)

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### ***Appendix 1***

#### **Guidelines for Managing Anaphylaxis in all Victorian Schools**

Guidelines have been developed to assist all Victorian schools in planning for, and supporting students with severe allergies. Schools should use the Guidelines as a resource to assess and review their current management practices, and to develop a School Anaphylaxis Management Policy which complies with Ministerial Order 706.

Anaphylaxis Guidelines: a resource for managing severe allergies in Victorian schools includes information on:

- medical information about anaphylaxis
- legal obligations for schools in relation to anaphylaxis
- frequently asked questions
- school anaphylaxis management policy
- individual anaphylaxis management plans
- prevention strategies
- school management and emergency response
- adrenaline autoinjectors for general use
- communication plan
- staff training
- annual risk management checklist.

For information on guidelines for managing anaphylaxis in all Victorian schools, see:

Anaphylaxis Guidelines for Victorian Schools (docx - 14.48mb)

Sample School Anaphylaxis Policy (docx - 39.08kb)

Individual Anaphylaxis Management Plan Template (docx - 10.11mb)

Annual Anaphylaxis Risk Management Checklist (docx - 34.39kb)

#### **Anaphylaxis Training Requirements for Schools**

Ministerial Order 706 requires schools to provide regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen/Anapen.

Accredited anaphylaxis training courses that meet the requirements of Ministerial Order 706 are:

Course in First Aid Management of Anaphylaxis 22099VIC

Course in Anaphylaxis Awareness 10313NAT.

St John Ambulance Victoria has been selected to assist the Department with providing anaphylaxis management training to Victorian school staff at no expense to government and Catholic schools.

Schools with a student diagnosed at risk of anaphylaxis should contact St John Ambulance Victoria on (03) 8588 8391 to organise training for staff in anaphylaxis management.

To find other registered training organisations that deliver anaphylaxis training, go to: [www.training.gov.au](http://www.training.gov.au).  
Twice Yearly Anaphylaxis Briefings

All schools with a child or young person at risk of an anaphylactic reaction are required to undertake twice yearly briefings on anaphylaxis management under Ministerial Order 706. A presentation has been developed to help schools ensure they are complying with the legislation.

The briefing presentation incorporates information on how to administer both an EpiPen and an Anapen and it is expected all staff will practice with the replica EpiPen and Anapen previously provided. As part of the briefing, school staff should familiarise themselves of the children and young people in the school at risk of an anaphylactic reaction and their anaphylaxis management plans.

Any person who has completed course 22099VIC or 10313NAT in Anaphylaxis Management in the last 12 months can lead the briefing. A facilitation guide and speaking notes have also been developed.

Facilitator Guide for Anaphylaxis Management (docx - 29.11kb)

Anaphylaxis Management Briefing Presentation (pptx - 919.57kb)

#### Resources

Royal Children's Hospital Anaphylaxis Advisory Line – is available between the hours of 8.30am to 5.00pm, Monday to Friday. Phone 1300 725 911 (toll free) or (03) 9345 4235.

Australasian Society of Clinical Immunology and Allergy (ASCIA)

ASCIA Guidelines – for prevention of food anaphylactic reactions in schools, preschools and childcare centres

Anaphylaxis Australia

School Canteens (pdf - 953.9kb)

School Canteens (docx - 35.75kb)

Risk Minimisation Strategies (pdf - 779.62)

**Policy ratified on** .....(date)

**School Council President** Name .....Signature.....

**Principal** Name .....Signature.....