



Anaphylaxis Policy

Rationale

Box Hill Senior Secondary College has developed this Anaphylaxis Management Policy to comply with Ministerial Order 706 (see Appendix 1) and associated guidelines as amended and published by the Department from time to time.

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 DET Anaphylaxis guidelines for students who are recognised as at risk.

Implementation

Individual Anaphylaxis Management Plans will be required for every student who has been diagnosed as at risk of anaphylaxis. The student's Anaphylaxis Management Plan will 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

The College will be 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 from accredited providers 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 will be 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 and First Aid officer/s will be responsible for:

- supporting the Principal, teachers and Education Support staff to implement prevention and management strategies for the school that include:
 - Ensuring all staff are trained every six months in Anaphylaxis management and response.
 - 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 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 (ASCIA)

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

www.education.vic.gov.au/about/news/newsalerts/anaphylaxis.htm

Evaluation

This policy will be reviewed as part of the school's four year review cycle.

This policy was ratified by School Council on August 14, 2018.

Signed:



(Council President).

Evaluation Record:

- College Council previously ratified this policy on June 24, 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.