



Anaphylaxis Management Policy

BACKGROUND

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 medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school. Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

St Benedict's will comply with Victorian Government Ministerial Order 706 and associated guidelines through the implementation of this policy and practices. In addition, other related policies of first aid and emergency management will come into effect.

PURPOSE

- 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 the student's schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

INDIVIDUAL ANAPHYLAXIS MANGEMENT PLANS

The principal (or delegate) will ensure that an individual anaphylaxis management 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 the student enrolls, and where possible before their first day of school. The individual anaphylaxis management plan will set out the following:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions¹.
- The name of the person/s responsible for implementing the strategies.
- Information on where the student's medication will be stored.
- The student's emergency contact details.
- An emergency procedures plan (ASCIA Action Plan²), provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - includes an up to date photograph of the student.

¹ The [Anaphylaxis Guidelines](#) contains advice about a range of prevention strategies that can be put in place.

² The [ASCIA Action Plan](#) is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis.

The student's individual management plan will be reviewed by the principal, in consultation with the student's parents/ carers:

- annually, and as applicable,
- if the student's condition changes, or
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan).
- inform the school if their child's medical condition changes, and if relevant provide
- an updated emergency procedures plan (ASCIA Action Plan).
- provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.
- Provide the school with an EpiPen that is current and not expired for their child

LOCATION OF ACTION MANAGEMENT PLANS AND EPIPENS ARE AS FOLLOWS:

Location	EpiPen	Action Management Plan
Staffroom	On the fridge	On the fridge
Classroom		Near the main whiteboard
Admin area		

PREVENTION STRATEGIES

The School will ensure that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- in canteens;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

Classrooms/Snack Bar

1.	Copy of the student's Individual Anaphylaxis Management Plan kept in the relevant classroom and the staffroom
2.	Liaison with parents about food-related activities ahead of time
3.	Use non-food treats where possible, but if food treats are used it is recommended that the parents provide a treat box
4.	Never give food from outside sources to a student who is at risk of anaphylaxis
5.	Treats from other students in class should not contain the substances to which the student is allergic

6.	Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contains milk or egg' should not be served to students with milk or egg allergy
7.	Awareness of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes
8.	Ensure all cooking utensils, preparation dishes, plates and knives/forks etc. are washed and cleaned thoroughly after preparation of food and cooking
9.	Regular discussions with students about the importance of washing hands, eating their own food and not sharing food

School Grounds

1.	Sufficient supervision of a student who is at risk of anaphylaxis by a staff member who is trained in the administration of EpiPens
2.	EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds
3.	A communication plan is in place for Staff on Staff Duty so medical information can be retrieved quickly and all staff are aware how to respond to anaphylactic reaction.
4.	Staff on duty can identify those students at risk of anaphylaxis
5.	Students with anaphylactic responses to insects are encouraged to stay away from water or flowering plants

Special Events

1.	Sufficient staff who have been trained in the administration of an Epi-Pen are supervising students
2.	Consult parents in advance for special events to either develop an alternative food menu or request the parent to send a meal for the student at risk
3.	Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats whilst they are at a special school event

Excursions/Camps/Tours

1.	Risk Assessment for each individual student attending
2.	Staff trained in administering an EpiPen are to attend
3.	Appropriate methods of communications must be discussed
4.	Identify the location of the EpiPen i.e. Who will carry it, how will it be delivered to the student
5.	Individual Anaphylaxis Management Plans and EpiPens are to be easily accessible and staff must be aware of their location
6.	Risk assessment of the excursion/camp/tour must be completed prior to departure
7.	Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required)

8.	Review the Individual Anaphylaxis Management Plan prior to departure to ensure that it is up to date and relevant to the particular excursion/camp/tour
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Camps or Remote Settings

1.	St Benedict's attempts to only use providers/operator services who can provide food that is safe for anaphylactic students
2.	Conduct a risk assessment and develop a risk management strategy for students (in consultation with parents and camp operators) at risk of anaphylaxis
3.	Staff in charge should consult with parents of students at risk to ensure appropriate risk minimisation strategies are in place
4.	The use of substances containing allergens should be avoided where possible
5.	The Student's EpiPen and action plan must be taken on camp and a mobile phone.
6.	EpiPens should remain close to the students and staff must be aware of its location at all times
7.	Students with anaphylactic responses to insects should wear closed shoes and long-sleeve garments when outdoors and are encouraged to stay away from water and flowering plants
8.	General use EpiPens are included in camp first aid kits
9.	Consider exposure to allergens when consuming food during travel on bus/plane/etc. and whilst in cabins/tents/dormitories/etc.
10.	Cooking and art and craft games should not involve the use of known allergens

SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

If an EpiPen is administered, the School must:
Immediately call an ambulance 000
Lay the students flat and elevate their legs. Do not stand or walk. If breathing is difficult for them, allow to sit but not stand.
Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask another staff member to move other students away and reassure them elsewhere.
In the rare situation where there is no marked improvement and severe symptoms are present, a second injection may be administered after five minutes, if a second EpiPen is available.
Then contact the student's emergency contacts (parents/caregivers).
Notify the Principal of the incident

COMMUNICATION PLAN

The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed about students and their role in responding to an anaphylactic reaction by a student in their care by the classroom teacher.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis and where their medication is located
- how to use an auto adrenaline injecting device
- the school's first aid and emergency response procedures

STAFF TRAINING AND EMERGENCY RESPONSE

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.

At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

The identification of school staff will be completed on a regular basis as part of school-wide risk assessment³. The Principal will complete the [Annual Anaphylaxis Risk Management Checklist](#) to monitor their compliance with their legal obligations and the Guidelines. Training will include completion of online modules; practical session on use of auto-injector and first aid training. Training will be provided as soon as practicable after the student enrolls.

Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.

The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

EVALUATION

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

RATIFICATION

Updated	July 2020
Responsible Person	Leadership Team
Date for Review	2023

³ A risk assessment tool has been included in the ministerial guidelines to assist principals and can be downloaded from <http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm>.