

# Exford Primary School

## ANAPHYLAXIS POLICY 2023



Prepared by: Craig Wilson

Reviewed: February 2024



### Help for non-English speakers

If you need help to understand the information in this policy please contact [exford.ps@education.vic.gov.au](mailto:exford.ps@education.vic.gov.au)

## PURPOSE

To explain to Exford Primary School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Exford Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

## SCOPE

This policy applies to:

- All staff, including casual relief staff and volunteers
- All students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

## POLICY

### School Statement

Exford Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

### Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

### Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

### **Treatment**

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### **Individual Anaphylaxis Management Plans**

All students at Exford Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Exford Primary School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Exford Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an 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 relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored

- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

### **Review and updates to Individual Anaphylaxis Management Plans**

A student's **Individual Anaphylaxis Management Plan** will be reviewed and updated on an **annual basis** in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

### **Location of plans and adrenaline autoinjectors**

- All students' Epipens and ASCIA (Australian Society of Clinical immunology and Allergy Inc.) Action Plans for anaphylaxis, will be kept and displayed in the First Aid room. All Epipens are clearly labelled and stored in a labelled, unlocked cupboard in clear view for all staff
- A copy of individual student's ASCIA (Australian Society of Clinical immunology and Allergy Inc.) Action Plan is to be displayed in their classroom.
- A list of students who are anaphylactic and their photos will be displayed in the First Aid room, Canteen (inside a lockable cupboard for privacy) and, where necessary, throughout the school
- Each Action / Care Plan is developed and signed by the child's practitioner or allergy specialist, and displays a current photo
- Parents of each student will conduct an interview with the School Nurse / Welfare Co-ordinator to collaborate an Individual Anaphylaxis Management Plan in line with the Victorian Government Anaphylaxis Ministerial Order 706. This management plan will contain details of the students' needs in the event of an anaphylactic episode.
- All Epipens will be checked at the beginning and end of each term for expiration date and cloudiness of the fluid. Parents / Guardians will be notified by phone one month prior to expiration. It is the parents' /carers' responsibility to provide an up to date Epipen.
- Training will be provided twice yearly to all staff in how to recognise and respond to an anaphylactic reaction, understand the causes, symptoms and treatment of anaphylaxis, practice using an Epipen with a training device and know where the Epipens are located
- The school will keep an up to date register of students at risk of anaphylaxis and their emergency contact details. This is based on the provision that parents / guardians provide up to date information
- ASICA Action / Care Plans will be updated annually as well as recent photos of the students
- The nurse / student welfare will work with staff to develop strategies to raise staff, student and community awareness about allergies and prevention strategies

- The school will encourage ongoing communication between parents / guardians, the school staff and primarily, the First Aid staff, about the current status of the students' allergies, the school policies and their implementation. The policy will be made available to all families so that they are informed of the role of the school, the role of the nurse and the expectations of families.
- Special arrangements may be made for students who suffer from Anaphylactic episodes for class parties.
- When a student is off campus for an excursion, camp or sporting event, the Teacher-in-Charge will be required to sign the student's Epipen out of the First Aid room, along with their ASCIA Action / Care Plan, and then sign it back into the First Aid room on their return.
- At the end of the school year, the parent / guardian must also sign out their child's Epipen and sign it back in on return in the next academic year.

## Risk Minimisation Strategies

### STRATEGIES TO AVOID ALLERGIES

Risk	Strategy	Who
Severe Allergies	<ul style="list-style-type: none"> <li>• A timetabled staff meeting each semester and facilitated by the First Aid staff, to inform all staff of students with severe allergies / anaphylaxis, student action plans and administration of medications / Epipens</li> <li>• Timetabled information sessions / discussions facilitated by the First Aid team with all classes about severe allergies / anaphylaxis and the importance of eating their own food and not sharing</li> <li>• All classes to eat lunch in their own classroom, with a focus on supervision</li> <li>• Advise all parents that class parties are not permitted, due to the high level of children with severe allergies / anaphylaxis</li> <li>• Food for a child with a severe allergy / anaphylaxis should only be supplied by that child's parent</li> <li>• Lunch orders for children with severe allergies / anaphylaxis are under the discretion of the child's parent</li> <li>• A list of children with severe allergies / anaphylaxis and their photos is to be displayed in the Canteen (see above). Canteen staff to be educated on severe allergy /anaphylaxis and emergency care</li> <li>• Be aware that craft items can be at-risk-items, e.g. milk containers, peanut butter jars</li> <li>• Avoid the use of party balloons</li> <li>• Avoid contact with swimming caps</li> <li>• Only use latex free gloves</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• First Aid Officer</li> <li>• School Leaders</li> <li>• Class room teacher</li> <li>• Specialist teachers</li> <li>• Teacher Aides</li> <li>• Ancillary staff (Admin., grounds &amp; cleaning staff)</li> <li>• Parent Helpers</li> </ul>

- Only use latex free band aids

### **Adrenaline autoinjectors for general use**

Exford Primary School will maintain a supply of adrenaline autoinjector/s for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at locked medicine cabinet in school administration area and labelled “general use”.

The Principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Exford Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

### **Emergency Response**

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by school’s first aid officer and stored in the locked medicine cabinet in school administration area. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

<b>Step</b>	<b>Action</b>
1.	<ul style="list-style-type: none"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at School administration/ First Aid room If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>
2.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student’s outer mid-thigh (with or without clothing)</li> </ul>

- Push down hard until a click is heard or felt and hold in place for 3 seconds
  - Remove EpiPen
  - Note the time the EpiPen is administered
  - Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
3. Call an ambulance (000)
  4. If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
  5. Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 - 5 as above.

**Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.**

### **Communication Plan**

This policy will be available on Exford Primary School's website so that parents and other members of the school community can easily access information about Exford Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Exford Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

All staff at Exford Primary School including CRT's are informed of any students with Anaphylaxis via our Students at Risk Booklet which is updated annually or during the year as required. CRT's teaching in a class with a known student at risk have that information provided to them in the CRT folder provided to them for the day. CRT's are advised to contact the staff if they have any concerns during the day.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Exford Primary School's procedures for anaphylaxis management.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

### **Staff training**

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- The school Principal had identified that **all** staff will undertake yearly refresher anaphylaxis on line training and twice yearly whole staff refresher update with an emphasis on current students diagnosed with anaphylaxis

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or;
- an approved online anaphylaxis management training course in the last two years.

***Exford Primary School uses the following training course ASCIA eTraining Course (with 22303VIC, and 10313NAT).***

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years (Craig Wilson - Assistant Principal, or, Lisa Humplik - Business Manager). Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Exford Primary School who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

## **FURTHER INFORMATION AND RESOURCES**

- Policy and Advisory Library:
  - [Anaphylaxis](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

## **REVIEW CYCLE AND EVALUATION**

This policy was last updated on February 2022 and is scheduled for review in February 2023.

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.