

# ANAPHYLAXIS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the Assistant Principal.

## PURPOSE

To explain to Belgrave South 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 Belgrave South 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

Belgrave South 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 Belgrave South 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 Belgrave South 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 Belgrave South 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

*A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the First Aid Station in the Administration Building. Whilst some students are required to have their adrenaline autoinjector with their classroom teacher/designated yard duty teacher at all times due to the severity of their allergies, medication for those that do not will be stored and labelled with their name at the First Aid Station in the Administration Building, together with adrenaline autoinjectors for general use. Additional adrenaline autoinjectors are located in the Staff Office in the Music Studio, Sophies Restaurant and in the Schools Gymnasium for additional use in an emergency situation.*

### Risk Minimisation Strategies

#### ***Within the School***

- During fruit time and the ten minute eating time within the classroom for lunch. Students are encouraged to eat food bought from home only. The teacher will have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- We refrain from bringing in food from outside sources and we recommend non-food treats where possible.
- Parents of other students should be informed in advance of class parties, birthdays or events about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at school or at a special school event.
- Staff will liaise with parents about food-related school activities ahead of time.
- For special occasions school staff should consult with parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.
- Relief teachers will be provided with a CRT folder containing a copy of the ASCIA Action Plan and management plan.
- Yard duty staff will carry emergency cards in yard-duty bags and mobile phones (where available).
- Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis.
- Students at risk of anaphylaxis are not required to take part in activities that require them to touch litter.

#### **Music/Performing Arts Room / Physical Education Program / Computer Room**

- Students will wash their hands prior to using equipment or instruments.
- Students use their own individual instrument in Performing Arts and are not required to share
- There are no wind instruments used in our music/performing arts program that require a student to place their lips/mouth on the instrument
- Students will not use equipment in Physical Education that is placed to their lips or mouth. Any equipment that covers the face or head (helmets / sports face shield) will be washed prior to use or provided separately for severe allergies.

## Visual Art Room

- Materials will be checked for the presence of allergens prior to activities being planned for students with anaphylaxis
- Any activity requiring materials that may contain an allergen will be reviewed for class groups including a child with anaphylaxis or allergies.
- Separate equipment will be provided for student use for identified students due to the severity of their anaphylaxis

## Garden Program

- Separate equipment will be provided for student use for identified students due to the severity of their anaphylaxis
- No nut producing plants are grown in our kitchen garden or general school grounds/gardens
- Mulches and fertiliser products containing nuts or nut by-products will not be used in our kitchen garden program or on our general school grounds/gardens.

## Sophie's Restaurant

- When booking, parents are requested to advise the school of any food allergies regardless of severity on the reservation slip.
- The Kitchen Garden teacher will check the bookings list with our First Aid Officer to identify any students booked in to the restaurant with anaphylaxis or allergies. The kitchen will then prepare an alternative menu option
- Kiwi fruit, peanuts, cashew and pistachio nuts will not be stocked, stored or used at Sophie's restaurant kitchen. Products labelled with a generic warning of 'may contain traces of nuts' will be avoided and not served to students allergic to nuts.
- Ensure all cooking utensils, preparation dishes, plates, and knives and forks, etc., are washed and cleaned thoroughly after preparation of food and cooking.
- Parents are able to discuss with their child which foods can be consumed and are encouraged to discuss with our kitchen specialist allergies to food.
- Students at risk of anaphylaxis are not to be exposed to allergens at any time

## Excursions & Camps

- Parents will be requested to complete and sign a "medical form" for each individual excursion/camp.
- Prior to the camp taking place School Staff should consult with the student's Parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
- Request parents/guardians to provide two adrenaline injectors and any other required medications whilst their child is on a camp. The second adrenaline injector should be returned to the parents/guardians on returning from camp.
- Parents will be given the opportunity to volunteer to accompany their child on excursions or camps.
- The School should consult Parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or agree to the Parents provide suitable meals (if required)
- Consider the potential exposure to allergens when consuming food on buses and in cabins.
- The Adrenaline Autoinjector will remain close to the student and School Staff must be aware of its location at all times.

- The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and 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, e.g. a satellite phone.

### Overseas travel

- Where an excursion or camp is occurring overseas, the school will involve parents in discussions regarding risk management well in advance.

### Adrenaline autoinjectors for general use

Belgrave South Primary School will maintain a supply of adrenaline autoinjectors 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 the First Aid Station in the Administration Building, the staff office in the Music Room, Sophies Restaurant and in the staff office in the Gymnasium 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 Example 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
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

### 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 the First Aid Officer – Jackie Pancutt and stored at the First Aid Station in the Administration Building. 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:

Step	Action
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</li> </ul>

	<p>the student's Individual Anaphylaxis Management Plan, stored at First Aid Station in the Administration Building.</p> <ul style="list-style-type: none"> <li>• 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</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> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul> <p><b>OR</b></p> <p>Administer an Anapen<sup>®</sup> 500, Anapen<sup>®</sup> 300, or Anapen<sup>®</sup> Jr.</p> <ul style="list-style-type: none"> <li>• Pull off the black needle shield</li> <li>• Pull off grey safety cap (from the red button)</li> <li>• Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</li> <li>• Press red button so it clicks and hold for 10 seconds</li> <li>• Remove Anapen<sup>®</sup></li> <li>• Note the time the Anapen is administered</li> <li>• Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</li> </ul>
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.

Schools can use either the EpiPen<sup>®</sup> **and Anapen<sup>®</sup> on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

### Communication Plan

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

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

anaphylaxis management. Relief teachers will be provided with a CRT folder containing a copy of the ASCIA Action Plan and management plan.

Volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

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
- All other School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the Principal based on a risk assessment.

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.

Belgrave South Primary School uses the following training courses:

ASCIA eTraining course – ALL Staff

22579VIC – School Anaphylaxis Supervisors

22578VIC - First Aid Trained Staff

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 including School Anaphylaxis Supervisor.

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 Belgrave South Primary School who is at risk of anaphylaxis, the Principal or delegate 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.

A record of staff training courses and briefings will be maintained through the school's online OH&S Course Register.

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

- The Department’s Policy and Advisory Library (PAL):
  - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children’s Hospital: [Allergy and immunology](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Approved by	Principal
Next scheduled review date	February 2025

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.