

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 (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 those triggers. Partnership between school and parents is important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline administered through an Epipen® or its equivalent to the muscle of the outer thigh is the most effective first aid treatment of anaphylaxis.

PURPOSE

The purpose of this Anaphylaxis Management Policy is to:

- 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 schooling
- to raise awareness about anaphylaxis and the school's anaphylaxis management plan in the school community
- to engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and the 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

SCHOOL STATEMENT

Inglewood Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department

Inglewood Primary School will develop and maintain an Anaphylaxis Policy.

STAFF TRAINING

All school staff must complete the ASCIA Anaphylaxis e-training for Victorian Schools, followed by a competency check by the School Anaphylaxis Supervisor. This course is provided by ASCIA and is valid for 2 years.

All staff will attend twice yearly briefings on Anaphylaxis Management under MO706, incorporating:

- Correct use and administration of an Epipen®
- Ensuring all staff is familiar with students in the school at risk of an anaphylactic reaction.

Training will be provided to staff 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/guardians.

The Principal will identify the school staff to be trained based on a risk assessment.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Principal will ensure that parents of students, who have been diagnosed by a medical practitioner as being at risk of anaphylaxis, understand that their medical practitioner must provide an up-to-date individual anaphylaxis management plan to the school as early as possible.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and if possible, prior to the student starting school.

The Individual Anaphylaxis Management Plan will set out the following:

- information about the diagnosis, including the type of allergy or allergies 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 excursions
- information on where the student's medication will be stored
- contact details for the student
- the procedure for managing an emergency (ASCIA Action Plan), which is provided by the parent.

Each student's individual management plan will be reviewed, in consultation with 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 parents/carers to:

- provide the ASCIA Action Plan
- inform the school in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan
- provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the school and when it is reviewed provide the school with an adrenaline autoinjector (Epipen®) that is current (the date has not expired) for their child.

It is the responsibility of the school to:

- hold a meeting with parents to ensure all contact details are up to date and there have been no changes to their child's condition
- aim to be a 'Nut reducing school' by communicating this to the school community via our newsletter and posters displayed around the school
- send out a note to all classes that have a student with anaphylaxis to alert parents
- send out an anaphylaxis permission form to parents with anaphylaxis allowing the child's picture to be displayed in our sick bay, staffroom and classrooms
- Complete a risk assessment annually

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/plan.

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

The Principal will ensure CRTs are informed of students at risk and what their role is in responding to an anaphylactic reaction by a student in their care.

This includes:

- being alerted to the relevant anaphylaxis information in class rolls, and
- if replacing a specialist teacher, having access to the specialist timetable, which identifies classes with anaphylactic students.

All staff will be briefed once each semester by the staff member with up-to-date anaphylaxis management training on:

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the students diagnosed at risk of anaphylaxis and the location of medication
- the correct use of the 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 with students at risk of anaphylaxis will have up-to-date training in an anaphylaxis management training course.

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

Inglewood Primary School staff will complete the following to meet the anaphylaxis training requirements of Ministerial Order 706 and record the dates the training has occurred.

Option	Completed by	Course	Provider	Cost	Valid for
Option 1	All school staff	ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	Free to all schools	2 years
	AND				
	2 staff per school (School Anaphylaxis Supervisor)	Course in Verifying the Correct Use of Adrenaline Autoinjector Devices (22303VIC)	Asthma Foundation	Free for government schools	3 years

GENERAL

Auto adrenaline injecting devices (Epipens®) are located in a tub in the First Aid area labelled with the student's name and instructions for use.

Each student's ASCIA plan is located in the sick bay and readily accessible.

A photo of each individual student at risk is displayed throughout the school- each classroom / roll has a record of anaphylactic children.

The designated first aid officer is responsible for checking the expiry dates of the auto adrenaline injecting devices (Epipens®) and will notify parents prior to expiry.

Each student's action plan is updated annually by the student's medical practitioner.

Each classroom roll has a copy of information of each student at risk of anaphylaxis.

In the event of a suspected anaphylactic emergency, an ambulance will be called.

The school will liaise with parents/carers about food related activities.

On school camps, excursions and sporting events, the auto adrenaline injecting device (Epipens®) will remain close to the student. Consideration is given in planning ahead for food and meals for students at risk of anaphylaxis.

All students at risk of anaphylaxis must provide an auto adrenaline injecting device and ASCIA action plan for school camp.

Staff are routinely briefed about students at risk of anaphylaxis.

ANAPHYLAXIS COMMUNICATION PLAN

Inglewood Primary School has taken steps to ensure effective communication of students at risk of anaphylaxis.

1. Anaphylaxis action plans are located in the First Aid area and include students' photos.
2. Anaphylaxis action plans including photos are located in attendance rolls in all classrooms.
3. All staff undergo regular briefings on anaphylaxis, the symptoms and emergency responses.
4. All staff with a student at risk of anaphylactic responses in their classroom, will be briefed at the beginning of the year, to ensure their awareness of the issues related to these students.
5. Parents/carers of anaphylactic students will be contacted each year to ensure we have the most up-to-date anaphylactic management plan available.

EMERGENCY MANAGEMENT

In the event of an anaphylactic episode in the **classroom**:

- the teacher in charge will contact the Principal or First Aid Officer. If possible, the child will be taken to the First Aid Area where their personal auto adrenaline injecting device (Epipen®) can be used. When it is decided to use the Epipen®, 000 will be rung immediately.

In the event of an anaphylactic episode in the **school playground**:

- the yard duty teacher will contact the office and will provide the name of the student so their personal auto adrenaline-injecting device can be taken to the scene directly.
- after contacting the office, the Principal or First Aid Officer will call 000 for ambulance/emergency advice

In the event of an anaphylactic episode at **excursions/sports/camp**:

- the School will inform the camp of any students with anaphylaxis to ensure that appropriate arrangements are made for students participating at camp
- the auto adrenaline injecting device (Epipen®) will accompany students at risk of anaphylaxis to all excursions, sports events and camps
- the injecting device will be kept within close proximity of the student
- in the event of an anaphylactic episode, the supervising teacher will administer the auto adrenaline injection
- the supervising teacher will ring 000 for medical assistance
- if the episode takes place at another school or establishment, first aid assistance will be sought
- Parents will be fully informed of the relevant considerations such as:
 - the remoteness of the camp (distance to nearest hospital)
 - mobile telephone coverage. (In some locations, coverage is not reliable)

PREVENTION STRATEGIES

Schools are encouraged not to ban nut products, but to raise awareness of the risks associated with anaphylaxis and to implement practical age-appropriate strategies to minimise exposure to known allergens.

Parents are free to pack the foods of their choice for their children to eat at school, however I ask that you are mindful that at this school we have children who are anaphylactic, a condition that can cause death.

Teachers at Inglewood Primary School will reinforce that we don't share food and that we should wash our hands after eating. Where it is known that students have brought nut products to school and there is an anaphylactic student in the classroom, the teacher will take all precautions to minimise risk. Parents can help us maintain a safe environment by ensuring nut products are placed in a sealed container or sealed plastic bag.

Please be aware that in classrooms we do not use food as treats or rewards. Food such as cakes or other foods may be sent to school to celebrate birthdays however a full list of ingredients needs to be provided. On special occasions when food is freely available, teachers will ensure that a safe environment is maintained for all students. Prior to commencing units of work that involve cooking, teachers will discuss the individual needs of students at risk with parents.

Parents who have concerns or require clarification are urged to speak to the classroom teacher. Alternatively, you can contact the office for further information.

Ratified by School Council: February 2018

(Review February 2019)

Principal: Kerryn Quirk

School Council President: Tim Johns

Date: 26th February 2018