



ANAPHYLAXIS POLICY

PURPOSE

To explain to Diamond Creek 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 Diamond Creek Primary School is compliant with Ministerial Order 706 and the Department of Education and Training's guidelines for anaphylaxis management.

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.

School Statement

Diamond Creek Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training. *The key to prevention of anaphylaxis in schools is knowledge of those students who are at risk, awareness of triggers (allergens) and prevention of exposure to these.*

Diamond Creek Primary School is committed to:

- providing as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling
- raising awareness about allergies and anaphylaxis in the school community
- actively involving the parents/carers of each student at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and **Individual Anaphylaxis Management Plans** for each anaphylactic student
- ensuring that all staff undertake training annually in an accredited Anaphylaxis Management Course in recognising and responding to an anaphylactic reaction, including administering an autoinjector
- ensure that identified students are not isolated or excluded, within reason, from any activity.
- fully complying with Ministerial Order 706 and the associated Guidelines published and amended 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.

MANAGEMENT GUIDELINES**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 Diamond Creek 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 Diamond Creek Primary School (or delegate) 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 Diamond Creek 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 Plans

A student's Individual Anaphylaxis 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 in the staffroom, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name. A copy will also be housed in the Sick Bay and copies will be included in the first aid booklets distributed to all staff members. A copy will also be placed in the yard duty bags.

Adrenaline autoinjectors for general use are available in the sick bay and are labelled "general use".

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Diamond Creek Primary School, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating
- students are forbidden from sharing food or drinks
- all food scraps and food wrappings are to be placed in rubbish bins or taken home
- rubbish bins at school are to remain covered with lids to reduce the risk of attracting insects
- no food is to be given as a reward by teachers
- sunscreen will not be provided by the school for student use as some contain nut products
- staff must be aware that soaps and playdough and other common items for use in classrooms, may contain traces of nut products, this should be considered when purchasing
- gloves must be worn / tongs used when picking up papers or rubbish in the playground
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use autoinjector will be stored in the staffroom for ease of access
- teachers meet with the parents to outline the issues and decide on classroom strategies to minimise the safety concerns.
- Teachers plan ahead for special activities or occasions such as excursions, incursions, sport days, camps and parties.
- work with parents/carers to provide appropriate food for the student.
- ensure that if known food allergens have been used in a room, then the room will be thoroughly cleaned prior to use by other groups.
- make a reasonable effort is made to ensure that contact with allergens is avoided.
- liaise with parents/carers and campsite personnel prior to camp or sleepover commencing, to ensure that adequate precautions and safety measures are instituted.

Staff should consider strategies to be implemented at any time, including:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and during other breaks
- in the canteen
- during recess and lunchtimes
- before and after school
- camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects, cultural days, fêtes, concerts, events at other schools, competitions or incursions).

Refer to Appendices 4 and 5, which offer general risk minimisation strategies, and to Appendix 6 of Department of Education and Training's 'Anaphylaxis Guidelines', which includes further detailed risk mitigation strategies.

Adrenaline autoinjectors for general use

Diamond Creek 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 in the staffroom and labelled "general use". The principal (or delegate) is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Diamond Creek 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 the first aid coordinator and stored in the sick bay, a copy will also be given to every staff member. 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 adhere to the following action plan:

Step	Action
1.	<ul style="list-style-type: none">• Lay the student flat• Do not allow them to stand or walk• If breathing is difficult, allow them to sit• Be calm and reassuring• Do not leave them alone• Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector (stored in the staff room), and the student's Individual Anaphylaxis Management Plan, (stored in the sick bay, in the staff room and in yard duty bags)• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	<p>Administer autoinjector (an EpiPen or EpiPen Jr., if the student is under 20kg) ...</p> <ul style="list-style-type: none">• Remove from plastic container• Form a fist around the Autoinjector and pull off the blue safety release (cap)• Place orange end against the student's outer mid-thigh (with or without clothing)• Push down hard until a click is heard or felt and hold in place for 3 seconds• Remove Autoinjector• Note the time the Autoinjector is administered (the time may be written on the student's hand)• Retain the used Autoinjector to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000 = triple zero)
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. Ref DET [Anaphylaxis Guidelines](#).

Emergency Response to Incident in Various Locations

Emergency Response to Incident – In the Classroom

- **An adult is to stay with the child at all times.**
- Call the **office** (classroom/mobile phones) for the child's Autoinjector and the backup (general use) Autoinjector, both housed in the Staff Room.
- An adult (class teacher/First Aid Coordinator) is to administer an Autoinjector immediately.
- An adult (office staff/teacher) is to ring an ambulance and ask for the MICA ambulance, contact the parents/carer and notify the principal/assistant principal.
- An adult (office staff/teacher) is to meet the ambulance.
- Keep the used Autoinjector- noticing time given – write on child's hand - to give to the ambulance officers.

Emergency Response to Incident – In the Schoolyard

- **An adult is to stay with the child at all times.**
- Call the **office** (or send runners) for the child's Autoinjector and the backup (general use) Autoinjector, both housed in the Staff Room.
- An adult (teacher/First Aid Coordinator) is to administer an Autoinjector immediately.
- An adult (office staff/teacher) is to ring an ambulance and ask for the MICA ambulance, contact the parents/carer and notify the principal.
- All available staff to move to the scene
- Additional supervising staff to move students away from the area.
- An adult (office staff/teacher) is to meet the ambulance.
- Keep the used Autoinjector to give to the ambulance officers. Note time given (write on child's hand if possible)

Emergency Response to Incident – On an Excursion Out Of the School

(The supervising teacher will carry the child's Autoinjector at all times.)

- **An adult is to stay with the child at all times.**
- An adult (teacher) is to administer an Autoinjector immediately.
- An adult (teacher/parent) is to ring an ambulance and ask for the MICA ambulance and contact the parents/carer and the school.
- Supervising staff/parent to move students away from the area.
- An adult (teacher/parent) is to meet the ambulance.
- Keep the used Autoinjector to give to the ambulance officers. Note time given (write on child's hand if possible)

Emergency Response to Incident – On a School Camp

(The supervising teacher will carry the child's Autoinjector at all times.)

- **An adult is to stay with the child at all times.**
- An adult (teacher/camp First Aid Coordinator) is to administer an Autoinjector immediately.
- An adult (teacher/parent) is to ring an ambulance and ask for the MICA ambulance and contact the parents/carer and the school.
- Supervising staff/parent to move students away from the area.
- An adult (teacher/parent) is to meet the ambulance.
- Keep the used Autoinjector to give to the ambulance officers. Note time given (write on child's hand if possible)

Emergency Response to Incident – On Special Event Days at School (I.e. Sport Days)

(The supervising teacher will carry a mobile phone.)

- **An adult is to stay with the child at all times.**
- Call the **office** (mobile phone) for the child's Autoinjector and the backup Autoinjector, both housed in the Staff Room.
- An adult (supervising teacher/First Aid Coordinator) is to administer an Autoinjector immediately.

- An adult (office staff/teacher) is to ring an ambulance and ask for the MICA ambulance and contact the parents/carer and the school.
- Supervising staff to move students away from the area.
- An adult (office staff/teacher) is to meet the ambulance.
- Keep the used Autoinjector to give to the ambulance officers. Note time given (write on child's hand if possible)

Following an Incident

The Principal will ensure that provision is made for a debrief following any anaphylactic episode.

The Principal will allocate regular time to discuss, practise and review the school's management strategies for students at risk of anaphylaxis and provide regular practise using the trainer Autoinjector.

Communication Plan

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

The Principal or first Aid Coordinator is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Diamond Creek Primary School's procedures for anaphylaxis management. Casual relief staff and 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.

Staff training

Staff at Diamond Creek Primary School will receive appropriate training in anaphylaxis management, consistent with the Department's Anaphylaxis Guidelines.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, 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.

Diamond Creek Primary School uses the ASCIA eTraining course, with 22303VIC, or 22300VIC or 10313NAT.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years or facilitated by a trained and registered external first aid provider.

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 enrols at Diamond Creek 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.

Training will equip the following staff to:

The principal will

- ensure that all staff undertake training annually in an accredited Anaphylaxis Management Course in recognising and responding to an anaphylactic reaction, including administering an Autoinjector.
- allocate regular time to discuss, practise and review the school's management strategies for students at risk of anaphylaxis and provide regular practise using the trainer Autoinjector.

School staff will

- understand the causes and train in how to recognise symptoms and respond to an anaphylactic reaction, including administering an Autoinjector. (Formal training will be conducted on an annual basis with regular practice sessions.)
- know the school's first aid emergency procedures and what their role is in relation to responding to an anaphylactic reaction.
- ensure that all supervising adults attending camps and excursions will be informed of the treatment necessary for students who have serious allergy characteristics.

Implementation

- Class teachers are responsible for ensuring that the Autoinjectors go on all excursions.
- Class teachers are responsible for ensuring that a mobile phone is taken to special activities conducted at school. (ie: sports day)
- Parent helpers who prepare fruit platters must wash their hands and clean the work surfaces, especially the chopping boards prior to beginning.
- The Autoinjector will be kept in an individually named thermal bag along with any other medicine the student requires. The bag will be kept in the esky in the Staff Room (in a cool / easily accessible position). The esky will also contain the student's individual Anaphylaxis Management Plan including directions for correct use of Autoinjector.
- Spare EpiPens® (both junior and senior) will be kept in the Staff Room.
- Alert information about each student and their individual Anaphylaxis Management Plan with photo is to be kept in the First Aid Room, Staff Room, CRT Information books, in Yard Duty Bags, General Office and in each student's classroom.

The First Aid Coordinator will

- keep an up to date register of students at risk of anaphylaxis.
- ensure that students' emergency contact details are up to date.
- obtain accredited training in recognising and responding to an anaphylactic reaction, including administering an Autoinjector.
- at the beginning or end of each term, check that the Autoinjector is not cloudy or out of date, and inform parents/carers if the Autoinjector needs to be replaced.
- ensure that the Autoinjector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and it is appropriately labelled.

FURTHER INFORMATION, SUPPORT DOCUMENTS AND RESOURCES

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- DCPS First Aid Policy

EVALUATION AND REVIEW

This policy will be reviewed annually and following an incident to ensure information is current and that all staff are aware of how to respond to a situation of anaphylaxis in students or other staff or school community members.

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.

Appendix 1



DCPS Anaphylaxis Management Plan.doc

Appendix 2



DCPS Anaphylaxis Risk Checklist.docx

Appendix 3



Letter to Inform Parents of Anaphylaxis

Appendix 4



Adobe Acrobat PDF/XML Document

Risk Minimisation Strategies

Appendix 5



Adobe Acrobat Document

ASCIA Risk Minimisation strategies

Appendix 6



DCPS Anaphylaxis Management Plan.doc