



Anaphylaxis Policy

Rationale

Sacred Heart College Kyneton will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

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® auto injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

In the event of an anaphylactic reaction, the school's first aid and emergency response procedures, the student's Anaphylaxis Action Plan and the student's Individual Anaphylaxis Management Plan must be followed.

Principles

The College is committed 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.
- Raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
- Engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

1. Individual Anaphylaxis Management Plans

The Health Centre Coordinator will ensure that an individual 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 student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings 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 strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA Action Plan.
- the student's individual management plan will be reviewed by School Staff, in consultation with the student's parents/ carers annually.
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after the student has an anaphylactic reaction at School; and
- when the student is to participate in an overnight activity, such as camps or retreats.

It is the responsibility of the parent to:

- inform the School on enrolment or on diagnosis of their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction.
- provide the ASCIA Action Plan in coloured print, to the Health Centre Coordinator and upload it to their child's Care Monkey profile.
- provide a current CareMonkey profile for their child reflecting an anaphylaxis diagnosis and have the most recent ASCIA Action Plan attached to the profile.
- 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 in-date Adrenaline Auto injector (EpiPen) and any other medication listed on the ASCIA Action Plan. The EpiPen and medication must be replaced before their expiry or when used. If the EpiPen or medication is not supplied or expired, students will not be permitted to leave the College premises.
- ensure their child is supplied an EpiPen to be carried to and from school in their child's College backpack.
- meet with and assist the school to develop the student's Individual Management Plan, including risk minimisation and management strategies.

2. Adrenaline Auto injectors for General Use

The Health Centre Coordinator will ensure that the College has purchased Adrenaline Auto injector(s) for General Use as a back up to those supplied by parents.

The Health Centre Coordinator will ensure that the College has the number of additional Adrenaline Auto injector(s) for General Use. In doing so, the Health Centre Coordinator will consider the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;

- the accessibility of Adrenaline Auto injectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Auto injectors for General Use in specified locations at the School, including; In the school yard, on excursions and camps and special events conducted or organised by the School.

The Adrenaline Auto injectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School's expense, either at the time of use or expiry, whichever is first. The Health Centre Coordinator keeps a record of the expiry dates of the College's Adrenaline Auto injectors for General Use through EpiClub.

3. Storage of EpiPen's

A student with an ASCIA Action Plan should have two EpiPen's at school. When the expiry date is reached, the EpiPen must be replaced immediately.

Students EpiPen's are to be kept in:

- General Reception in an individual insulation storage pouch with their ASCIA Action Plan and antihistamine (if required)
- In their own school bag to have for travel to and from school, and also for excursions

General Use EpiPen are stored in:

- General Reception
- The Cafeteria
- Frayne Hospitality
- All Yard Duty bags

4. Prevention Strategies

Risk minimisation for anaphylaxis is everyone's responsibility: The School Principal and all the staff, parents, students and the broader school community.

School staff are reminded that they have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable.

Students Individual Anaphylaxis Management Plans are stored electronically on student's SIMON profiles. Students Action Plans are located on individual CareMonkey profiles and inside the insulated EpiPen storage pouches.

Students with food allergies should never be given food from an outside source that has not been fully investigated.

June 2020 addition

1. Following a possible anaphylactic reaction by a student to a candle (containing soy), the College is urgently seeking direction from health authorities on possible allergens present in aromas or vapours.
2. In the interests of abundant caution, staff will be advised not to use candles or oils that contain allergens.
3. If, and when, formal advice is received from the relevant health authorities, the policy and accompanying procedures will be updated.

4. The Principal and Health Centre Coordinator will communicate this advice to all staff.

Name of environment/area: Classroom	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen during class time	<ul style="list-style-type: none"> Teachers are aware of the students that are anaphylactic. Individual Management Plans are on all student's SIMON profiles and students with Anaphylaxis are flagged. All staff teachers are trained in emergency management of anaphylaxis. Teachers are asked to call General Reception if any emergency occur and/or send a student to General Reception to get assistance. Staff are encouraged not to offer food as a reward in class. Non-food treats should be used if possible. All Casual Relief Teaching Staff have access to Student's SIMON profiles and are encouraged to undertake Anaphylaxis training.
Name of Environment/area: Buses	
Risk identified	Actions required to minimise the risk
Reaction to allergen on or before the bus trip	<ul style="list-style-type: none"> Students at risk of anaphylaxis should carry their own EpiPen in their school bag to and from school. The bus company has a list of all students at risk of anaphylaxis.
Name of Environment/area: Cafeteria	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen in the Cafeteria	<ul style="list-style-type: none"> The Cafeteria has a General Use EpiPen. The Cafeteria has a poster identifying those students at risk of anaphylaxis by name and photo. All items with nuts are clearly labelled. Parents are welcomed to visit the Cafeteria or speak to the Cafeteria Manager at any time, especially at the commencement of the school year, to check the products. This is advised as the Cafeteria offers a constantly changing menu. All staff have been briefed on the students who are at risk of Anaphylaxis Staff members in the Cafeteria are trained in emergency management of anaphylaxis
Name of environment/area: Food Technology	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen in the Food Technology area	<ul style="list-style-type: none"> There is a General Use EpiPen located in the staff office in Frayne. Frayne has a poster identifying those students at risk of anaphylaxis by name and photo. This is located in the staff office alongside the General Use EpiPen. All Food Technology staff are trained in emergency management of anaphylaxis. All staff have been briefed on the students who are at risk of Anaphylaxis The Food Technology Leader is given the details of all students allergic to a food item at the commencement of the year. They will then talk with the student and/or parents to establish the risk management and what products will be cooked in Food Technology. Teachers are asked to call General Reception the event of an emergency occurring. No nut products are used in Food Technology classes from Years 7-9.

	<ul style="list-style-type: none"> ● Ensure all cooking utensils in Hospitality are washed and cleaned thoroughly after use. ● Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
Name of environment/area: School Yard	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen at lunchtime or recess	<ul style="list-style-type: none"> ● All Yard Duty folders have a picture of all students at risk of anaphylaxis. ● General Use EpiPen's are located in all Yard Duty bags. ● All staff are trained in Anaphylaxis Emergency Management ● All staff have been briefed on the students who are at risk of Anaphylaxis
Name of environment/area: Excursions	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen on an Excursion	<ul style="list-style-type: none"> ● When an excursion is being organised, staff are advised to check the student's CareMonkey and SIMON profiles to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. Once this is established, a risk assessment of the excursion will then be established by the teacher in charge. ● Staff will take a College General Use EpiPen on all excursions. Staff will check that the student has their EpiPen in their bag before going on the excursion. If not, the teacher reserves the right to refuse attendance on the excursion ● The students EpiPen from General Reception will be signed out to accompany them on their excursion ● All staff are trained in Anaphylaxis Emergency Management ● All staff have been briefed on the students who are at risk of Anaphylaxis
Name of environment/area: Camps	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen on a camp	<ul style="list-style-type: none"> ● When a camp is being organised, the Camps Coordinator and staff organising camp are advised to check the student's CareMonkey profile and student's SIMON profile to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. Once this is established, a risk assessment of the camp will then be established by the Camps Coordinator. ● The Camps Coordinator may then contact the parents to work through the risk management steps for the camp. ● Parents are to ensure their child's Care Monkey profile is up to date. ● Staff will take a General Use EpiPen on camp. Staff will check that the student has their EpiPen in their bag before going on the camp, Staff reserve the right to refuse attendance if the student is found not to be carrying an EpiPen in their College bag. Staff will also take the student's own EpiPen from General Reception, which is clearly labelled with the student's name. ● The General Use EpiPen will be stored in a central location for all staff to access. ● All staff are trained in Anaphylaxis Emergency Management ● All staff have been briefed on the students who are at risk of Anaphylaxis

Communication Plan

To Staff

The Communication Plan at the College is outlined below:

It is the responsibility of the Health Centre Coordinator and Director of Staff Formation and Development to ensure that relevant School Staff are adequately trained and briefed twice per calendar year on the students who are at risk of anaphylaxis, and also on how to administer an EpiPen.

School Staff will be updated:

- At the commencement and throughout the school year, as to the students who are at risk of Anaphylaxis.
- As to where to access the Anaphylaxis Policy
- Updated on where the EpiPen's are stored
- When new students and new staff are identified as having Anaphylaxis during the year.
- Casual Relief Teachers will be updated during their induction.

To the Parents:

The Health Centre Coordinator keeps a record of the students' EpiPen expiry dates through EpiClub. EpiClub generates reminders of EpiPen expiry dates held at the College one month and two months prior to expiry. The Health Centre Coordinator will forward these reminders onto parents via email. If after these two reminders the EpiPen expires, the student concerned will not be able to leave the College premises on any excursion/camp until an in date EpiPen is received.

Procedures

School Management and Emergency Response

1. In the classroom/school buildings/gymnasium

- Call General Reception for urgent assistance on Ext 200 or 201 or dial 9 on the keypad. Also send another student to General Reception, letting them know that it is an anaphylactic emergency and the ill student's name must be given. A Staff member must stay with the student.
- The Health Centre Coordinator and/or the First Aider will attend with the student's EpiPen and also a College General Use EpiPen.
- General Use EpiPen's are located in General Reception, Frayne Hospitality, the Cafeteria and in all Yard Duty Bags.
- If in gymnasium, then locate the Spare EpiPen in the Cafeteria
- The parents will be called after the ambulance
- Staff will follow the Student's Anaphylactic Action Plan.
- Post incident support to those students involved will be offered through the College's Wellbeing Team. Post incident support for staff involved will be offered through AccessEAP.

2. In the school yard

- Send someone to the closest phone to call General Reception on Ext 200 or 201 or dial 9 from the keypad. Also send another student to General Reception letting them know that it is an anaphylactic emergency and the ill student's name must be given. A Staff member must stay with the student.
- The Health Centre Coordinator and/or First Aider will attend with the students EpiPen and also a College General Use EpiPen.
- If Cafeteria or Hospitality is the closest point, then the spare EpiPen should be accessed there.
- The parents will be called after the ambulance
- Staff will follow the Student's Anaphylactic Action Plan
- Post incident support to those students involved will be offered through the College's Wellbeing Team. Post Incident support for staff involved will be offered through AccessEAP.

3. On School Excursions

- **All Excursions where a student at risk of anaphylaxis is attending must have three EpiPen's – One in their backpack, the student's own from General Reception and a College General Use EpiPen.**
- Staff members must check if they have a student at risk of anaphylaxis attending, if so they must then put the following procedures in place.
 1. Staff members organising the excursion should look at possible risks on the particular excursion.
 2. Staff to ensure students have their own EpiPen from home on the day of the excursion, if not, the teacher reserves the right to refuse attendance on the excursion.
 3. The student' EpiPen from General Reception will be signed out to accompany them on their excursion
 4. On the day of the excursion, the staff member must pick up a General Use College EpiPen and the student's individual EpiPen that is kept in General

Reception. These EpiPen's must be in a place that is easy to access by all the staff members attending the excursion.

- A staff member must follow the Anaphylaxis Action Plan of the student when dealing with an exposure to the allergen.
- All students' Anaphylaxis Action Plans are kept in the insulation storage pouches with the student's EpiPen that is signed out of General Reception. They are also on individual students' CareMonkey profiles.
- Post incident support to students involved will be offered through the College's Wellbeing Team. Post incident support for staff involved will be offered through AccessEAP.

4. On School Camps

- **All Camps where a student at risk of anaphylaxis is attending must have three EpiPen's – One in their backpack, the student's own from General Reception and a College General Use EpiPen.**
- 1. Staff members/Camp Coordinator must check if they have a student at risk of anaphylaxis, they must then put the following procedures in place.
- 2. Camps Coordinator must do a risk assessment of the camp and put measures in place to minimise the risk of a reaction.
- 3. Talk to the parents of the student/s and ascertain if their plan has changed in any way.
- 4. Staff are to ensure that students are carrying their own EpiPen in their College backpack on the day of the camp, if not, the teacher reserves the right to refuse attendance on the camp.
- 5. On the day of the camp, the staff member must pick up a College General Use EpiPen and the student's individual EpiPen that is kept in General Reception.
- 6. These EpiPen's must be in a place that is easy to access by all the staff members attending the camp.
- A staff member must follow the Anaphylaxis Action Plan of the student when dealing with an exposure to the allergens.
- All students' Anaphylaxis Action Plans are kept in the insulation storage pouches with the student's EpiPen that is signed out of General Reception. They are also on individual students' CareMonkey profiles.
- Post incident support to students involved will be offered through the College's Wellbeing Team. Post incident support for staff involved will be offered through AccessEAP.

5. Special events - sports days etc.

1. If the event is within College grounds during school times, the normal procedure should be followed. First Aiders station will have an EpiPen.
2. If the event is outside of the normal school times, then the excursion procedure should be followed.
3. If the event is a whole school sports day on the school grounds then a General Use EpiPen would be in the first aid kit in a prominent place at the first aid station.
4. If the event is a whole school sports day, off the campus, then the excursion procedure should be adhered to.
5. Post incident support to students involved will be offered through the College's Wellbeing Team. Post incident support for staff involved will be offered through AccessEAP.

6. Casual Relief Staff

Students at risk of anaphylaxis are flagged on the SIMON roll marking system, a medical note is attached to all Anaphylactic students' profiles. The phone extension

number for First Aid assistance is written on the Casual Relief Staff Folder. The staff will be advised that they ring for First Aid Assistance if any student is unwell.

7. Post Incident Support

If an Anaphylactic incident was to occur at the College or out of College grounds, post incident support to those students involved would be offered through the College's Wellbeing Team. Post incident support for staff involved will be offered through AccessEAP.

To Parents

- The Health Care Coordinator will meet with the parents of a student at risk of anaphylaxis before that student commences at the College, and this will be reviewed each year. The student's Individual Management Plan will be reviewed annually or if the student's condition changes.

Staff Training

All School Staff will undertake the following training:

- an Anaphylaxis online training course every two years and a practical assessment for the correct use of an Adrenaline Auto injector by one the College's two trained staff members.
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
 - the School's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
 - how to use an Adrenaline Auto injector, including hands on practice with a trainer Adrenaline Auto injector device;
 - the School's general first aid and emergency response procedures; and
 - the location of, and access to, Adrenaline Auto injectors that have been provided by parents or purchased by the School for General Use.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 2 years.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant school staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed an Anaphylaxis Management Training Course in the two years prior.

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

The Health Centre Coordinator and/or a First Aider should always be called to an anaphylactic emergency.

Annual Risk Management Checklist

The Health Centre Coordinator will ensure the completion of an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

RESPONSIBILITY:	College Leadership Team and Health Centre Coordinator
DATE DEVELOPED:	2008
DATE UPDATED:	June 2020
REVIEW DATE:	July 2021