

## Anaphylaxis Policy

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### Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-age children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insects, 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 the tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale and 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.

### Rationale

Sacred Heart College Kyneton seeks to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments. The school seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, Sacred Heart College Kyneton requires parents/guardians/carers to provide relevant information to enable them to carry out their duty of care obligations. Sacred Heart

College Kyneton requires the active engagement of parents/guardians/carers in the provision of up-to-date Anaphylaxis Management Plans (ASCIA Action Plan) that comply with Ministerial Order 706. Sacred Heart College Kyneton's processes reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools.

The Victorian guidelines on anaphylaxis management include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- school Anaphylaxis Management Policy
- staff training
- Individual Anaphylaxis Management Plans
- risk minimisation and prevention strategies
- school management and emergency responses
- adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist

## Scope

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction
- parents/guardians/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.

## Definitions and terms

**The Act** is the Education and Training Reform Act 2006 (Vic).

**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, lupin, and certain insect stings (particularly bee stings).

**ASCIA** is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

**ASCIA Action Plan** is the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g., adrenaline autoinjector® or Anapen®) and must be completed by the student's medical practitioner. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

**Autoinjector** is an adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

**The Department** is the Victorian Department of Education and Training

**The Guidelines** are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

**Online training course** is the ASCIA Anaphylaxis e-training for Victorian schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

**Ministerial Order 706** is Ministerial Order 706 - Anaphylaxis Management in Victorian schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

## 1. Individual Anaphylaxis Management Plans

The Health Centre Coordinator will ensure that an Individual Anaphylaxis 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 Anaphylaxis 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 medical profile.
- provide a current medical 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 autoinjector and any other medication listed on the ASCIA Action Plan. The autoinjector and medication must be replaced before their expiry or when used. If the autoinjector or medication is not supplied or expired, students will not be permitted to leave the College premises.
- ensure their child is supplied an autoinjector 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 autoinjector(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 autoinjector(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 autoinjectors 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 autoinjectors 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 autoinjectors 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 autoinjectors for General Use through EpiClub.

### **3. Storage of Autoinjectors**

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

Students autoinjectors 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 Autoinjectors are stored in:

- General Reception
- The Cafeteria
- Frayne Hospitality
- Library
- 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' ASCIA Action Plans are located on individual medical profiles, inside the insulated autoinjector storage pouches and are on display in the staffroom.

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

<b>Name of environment/area: Classroom</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen during class time	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All staff teachers are trained in emergency management of anaphylaxis.</li> <li>• Teachers are asked to call First Aid/General Reception if any emergency occurs and/or send a student to First Aid/General Reception to get assistance.</li> <li>• Staff are encouraged not to offer food as a reward in class. Non-food treats should be used if possible.</li> <li>• All Casual Relief Teaching Staff have access to Student's SIMON profiles and are encouraged to undertake Anaphylaxis training.</li> </ul>
<b>Name of Environment/area: Buses</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Reaction to allergen on or before the bus trip	<ul style="list-style-type: none"> <li>• Students at risk of anaphylaxis should carry their own autoinjector in their school bag to and from school.</li> <li>• The bus company has a list of all students at risk of anaphylaxis.</li> </ul>
<b>Name of Environment/area: Cafeteria</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen in the Cafeteria	<ul style="list-style-type: none"> <li>• The Cafeteria has a General Use Autoinjector.</li> <li>• The Cafeteria has a poster identifying those students at risk of anaphylaxis by name and photo.</li> <li>• All items with nuts are clearly labelled.</li> <li>• 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.</li> <li>• All staff have been briefed on the students who are at risk of Anaphylaxis</li> <li>• Staff members in the Cafeteria are trained in emergency management of anaphylaxis</li> </ul>
<b>Name of environment/area: Food Technology</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen in the Food Technology area	<ul style="list-style-type: none"> <li>• There is a General Use Autoinjector located in the staff office in Frayne.</li> <li>• 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 Autoinjector.</li> <li>• All Food Technology staff are trained in emergency management of anaphylaxis.</li> <li>• All staff have been briefed on the students who are at risk of Anaphylaxis</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Teachers are asked to call First Aid/General Reception in the event of an emergency occurring.</li> <li>• No nut products are used in Food Technology classes from Years 7-9.</li> <li>• Ensure all cooking utensils in Hospitality are washed and cleaned thoroughly after use.</li> <li>• Have regular discussions with students about the importance of washing hands, eating their own food, and not sharing food.</li> </ul>
<b>Name of environment/area: School Yard</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen at lunchtime or recess	<ul style="list-style-type: none"> <li>• All Yard Duty folders have a picture of all students at risk of anaphylaxis.</li> <li>• General Use Autoinjectors are located in all Yard Duty bags.</li> <li>• All staff are trained in Anaphylaxis Emergency Management</li> <li>• All staff have been briefed on the students who are at risk of Anaphylaxis</li> </ul>
<b>Name of environment/area: Excursions</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen on an Excursion	<ul style="list-style-type: none"> <li>• When an excursion is being organised, staff are advised to check the student's medical 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.</li> <li>• Staff will take a College General Use Auto Injector on all excursions. Staff will check that the student has their autoinjector in their bag before going on the excursion. If not, the teacher reserves the right to refuse attendance on the excursion</li> <li>• The students autoinjector from General Reception will be signed out to accompany them on their excursion</li> <li>• All staff are trained in Anaphylaxis Emergency Management</li> <li>• All staff have been briefed on the students who are at risk of Anaphylaxis</li> </ul>
<b>Name of environment/area: Camps</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen on a camp	<ul style="list-style-type: none"> <li>• When a camp is being organised, the Camps Coordinator and staff organising camp are advised to check the student's medical 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.</li> <li>• The Camps Coordinator may then contact the parents to work through the risk management steps for the camp.</li> <li>• Parents are to ensure their child's medical profile is up to date.</li> <li>• Staff will take a General Use Autoinjector on camp. Staff will check that the student has their autoinjector 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 autoinjector in their College bag. Staff will also take the student's own autoinjector from General Reception, which is clearly labelled with the student's name.</li> </ul>

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|  | <ul style="list-style-type: none"><li>● The General Use Autoinjector will be stored in a central location for all staff to access.</li><li>● All staff are trained in Anaphylaxis Emergency Management</li><li>● All staff have been briefed on the students who are at risk of Anaphylaxis</li></ul> |
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## 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 autoinjectors.

### 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 autoinjector'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' autoinjector expiry dates through EpiClub. EpiClub generates reminders of autoinjector 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 autoinjector expires, the student concerned will not be able to leave the College premises on any excursion/camp until an in-date autoinjector is received.

## Procedures

### Emergency response to an anaphylactic reaction

#### 1. In the classroom/school buildings/gymnasium

- Call First Aid on Ext 333 or General Reception for urgent assistance on Ext 200 or 201 or dial 9 on the keypad. Also send another student to First Aid/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 autoinjector and also a College General Use Autoinjector.
- General Use Autoinjectors are located in General Reception, Frayne Hospitality, the Cafeteria, the Library and in all Yard Duty Bags.
- If in gymnasium, then locate the spare autoinjector in the Cafeteria
- Staff will follow the Student's Anaphylactic Action Plan
- 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 First Aid on Ext 333 or General Reception on Ext 200 or 201 or dial 9 from the keypad. Also send another student to First Aid/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 autoinjector and also a College General Use Autoinjector.
- If Cafeteria or Hospitality is the closest point, then the spare autoinjector should be accessed there.
- Staff will follow the Student's Anaphylactic Action Plan
- 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 autoinjectors – One in their backpack, the student's own from General Reception and a College General Use Autoinjector.**
- 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 autoinjector from home on the day of the excursion, if not, the teacher reserves the right to refuse attendance on the excursion.
  3. The student's autoinjector 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 Autoinjector and the student's individual autoinjector that is kept in General Reception. These autoinjectors 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 autoinjector that is signed out of General Reception. They are also on individual students' medical 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 adrenaline autoinjectors – One in their backpack, the student's own from General Reception and a College General Use Auto Injector.**
- 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 autoinjector 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 Autoinjector and the student's individual autoinjector that is kept in General Reception.
- 6. These autoinjectors 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 autoinjector that is signed out of General Reception. They are also on individual students' medical 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 autoinjector.
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 Autoinjector 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 autoinjector 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 autoinjector, including hands on practice with a trainer adrenaline autoinjector device.
  - the school's general first aid and emergency response procedures; and
  - the location of, and access to, adrenaline autoinjectors 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.

<b>RESPONSIBILITY:</b>	College Leadership Team and Health Centre Coordinator
<b>DATE DEVELOPED:</b>	2008
<b>DATE UPDATED:</b>	September 2022
<b>REVIEW DATE:</b>	September 2023