

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 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 Principal and / or their delegate 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.
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- 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:

- Provide the ASCIA Action Plan to the Health Care Coordinator and upload it to their child's Care Monkey profile.
- Inform the School of their child's medical condition on the enrolment form, 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; and
- Provide the School with an Adrenaline Auto injector (EpiPen) and an Antihistamine (if required) on the ASCIA Action Plan, that is current and not expired for their child. If the EpiPen or Antihistamine 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.
- Ensure their child has a current ASCIA plan uploaded to their Care Monkey profile.

2. Adrenaline Auto injectors for general use

The Principal and / or their delegate will ensure that the College has purchased Adrenaline Auto injector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal and / or their delegate will ensure that the College has the number of additional Adrenaline Auto injector(s) required. In doing so, the Principal will take into account 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, and at excursions, camps and special events conducted or organised by the School; and

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.

3. Storage of EpiPens

A student with an ASCIA Action Plan should have two EpiPens at school. When the expiry date is reached, the EpiPen must be replaced immediately. EpiPens are to be kept in:

- Main Office with their plan
- In their bag to have on transit to and from school, and also for excursions
- Spare EpiPens in Main Office
- Spare EpiPen in Cafeteria
- Spare EpiPen in the office of Frayne Hospitality

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 Anaphylaxis Management Plan will be kept in all staff Offices and specialised areas i.e. Library, Theatre, Hospitality

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

| Name of environment/area: Classroom | |
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| 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. Plans are in all staff offices and teachers are trained in emergency management of anaphylaxis. • Teachers are asked to call Main Office if any emergency occurs, or send students to the Main Office if they are unwell. • Treats in class should never contain any allergen that a student could be allergic to. Non-food treats should be used if possible. • All Emergency Teaching Staff have a copy of the Student Medical Booklet in their E.T. Kit. The kit is also clearly labelled with a sticker that reads to 'call Main Office for first aid assistance' if a student is unwell. |
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| 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"> • Cafeteria has a spare EpiPen. • Cafeteria has poster and medical booklet with all students ASCIA plans. • All items with nuts are clearly labelled. • No Peanut Butter or Nutella is used in the Cafeteria • Opportunity for parents to visit the Cafeteria at any time and especially at the commencement of the school year, to check the products and talk to the Cafeteria Manager • 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"> • Food Technology staff have a copy of all ASCIA plans in their office. They are all trained in emergency management 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. • Spare EpiPen is in the Food Technology Office adjacent to the Kitchen. • Teachers are asked to call Main Office in the event of an emergency occurring. • Hospitality Teachers have a listing of all students with food allergies, and they will liaise with the parents of these students regarding the curriculum. • Food Technology from Years 7-9 don't use nuts or nut products in their cooking. • 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: Science | |
| Risk identified | Actions required to minimise the risk |
| Risk of exposure to an allergen in a science practical class. | <ul style="list-style-type: none"> • Science staff are to carefully prepare for any classes where food is involved and take the necessary precautions. Science staff may need to liaise with student's parents or the Health Centre Coordinator prior to practical classes where food is involved. • There is a copy of all ASCIA plans in the Science office. |

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| | <ul style="list-style-type: none"> • All science staff are trained in the emergency management of anaphylaxis. • The Science Lab is given the details of all students' allergies to a food item at the commencement of the year. • Teachers are asked to call Main Office in the event of an emergency occurring. |
| 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. Spare SACRED HEART COLLEGE EpiPens are located in the Main Office, Cafeteria and Frayne. • All ASCIA plans are in the Student Medical Booklet in the Yard Duty folders and in 28 office locations throughout the College. • 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 profiles and the Student Medical Booklet 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. • A copy of the Student Medical Booklet is inside every first aid kit. • Staff will take a 'spare' College EpiPen on 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 the Main Office 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: Overnight 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, Camps Coordinator and staff organising camp are advised to check the student's CareMonkey profiles and the Student Medical Booklet 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. • Camps Coordinator will then make contact with the parents to work through the risk management steps for the camp. • All first aid kits have a copy of the Student Medical Booklet. • Parents are to ensure their child's Care Monkey profile is up to date. • Staff will take a spare 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 |

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| | <p>EpiPen from the Main Office, which is clearly labelled with the student's name.</p> <ul style="list-style-type: none"> • Spare 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 |
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Communication Plan

To Staff

The Communication Plan at the College is outlined below:

It is the responsibility of the Principal and / or their delegate of the School to ensure that relevant School Staff are: Adequately trained.

Briefed at least twice per calendar year on the students who are at risk 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
- On where the EpiPens are stored
- When new students are identified and new staff who are employed during the year.
- CRT Teachers will be updated during their induction.

To the Parents:

The Health Centre Coordinator keeps a record of the student's 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 Main Office for urgent assistance on Ext 200 or 201 or dial 9 on the keypad. Also send a student to Main Office, letting them know that it is an anaphylactic emergency and the student's name must be given. Staff member must stay with student.
 - The Main Office/First Aider will attend with the student's EpiPen and also the College spare EpiPen.
 - Spare EpiPens are located in the Main Office, Frayne Hospitality and the Cafeteria.
 - 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 Management Plan.

- Post incident support to all involved will be offered through the College's Wellbeing Team.

2. In the school yard

- Send someone to the closest phone to call Main Office on Ext 200 or 201 or dial 9 from the keypad. Also send a student to Main Office, letting them know that it is an anaphylactic emergency and the student's name must be given. Staff member must stay with the student.
- The Main Office/First Aider will attend with the student's EpiPen and also the College spare 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 Management Plan
- Post incident support to all involved will be offered through the College's Wellbeing Team

3. On School Excursions

- **All Excursions where a student at risk of anaphylaxis is attending must have 3 EpiPens – One in their backpack, the student's own from the Main Office and a College spare.**
- Staff members must check the student's CareMonkey profiles and the 'Students with Serious Medical Conditions Booklet', which is in each staff office and Main Office. If they have a student at risk of anaphylaxis, they must then put the following procedures in place.
 1. Staff member organising the excursion should look at possible risks on the particular excursion; these risks need to be included in the risk assessment.
 2. Staff are to ensure that students are carrying their own EpiPen in their College backpack on the day of the excursion, if not, the teacher reserves the right to refuse attendance on the excursion.
 3. The student's EpiPen from the Main Office will be signed out to accompany them on their excursion.
 4. On the day of the excursion, the staff member must pick up the 'Spare' College Excursion EpiPen and the student's individual EpiPen that is kept in the Main Office.
 5. These EpiPens 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 Anaphylaxis Action Plans are with the student's EpiPen that is signed out of the Main Office. They are also on CareMonkey and in our 'Students with Serious Medical Conditions Booklet' which are in all first aid kits.
- Post incident support to all involved will be offered through the College's Wellbeing Team

4. On School Camps

- **All Camps where a student at risk of anaphylaxis is attending must have 3 EpiPens – One in their backpack, the student's own from the Main Office and a College spare**
- Staff members/Camp Coordinator must check the student's CareMonkey profiles and 'Students with Serious Medical Conditions Booklet', which is in each staff office. If they

have a student at risk of anaphylaxis, they must then put the following procedures in place.

1. Camps Coordinator must do a risk assessment of the camp and put measures in place to minimise the risk of a reaction.
 2. Talk to the parents of the student/s and ascertain if their plan has changed in anyway.
 3. 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.
 4. On the day of the camp, the staff member must pick up the 'Spare' College Camp EpiPen and the students individual EpiPen that is kept in the Main Office.
 5. These EpiPens 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 Anaphylaxis Action Plans are with the student's EpiPen that is signed out of the Main Office. They are also on CareMonkey and in our 'Students with Serious Medical Conditions Booklet' which are in all first aid kits.
 - Post incident support to all involved will be offered through the College's Wellbeing Team

5. Special events - sports days etc.

1. If the event is within College grounds during school times, the normal procedure should be followed. First Aider stations 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 the spare 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 all involved will be offered through the College's Wellbeing Team

6. Casual Relief Staff

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of the students at risk of anaphylaxis. This will occur by giving them a copy of the student's Management Plan in the College's Student Medical Booklet. 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 all involved would be offered through the College's Wellbeing Team.

To Parents

- The Health Centre Coordinator will offer an appointment or talk to the parents over the phone of a student at risk of anaphylaxis before that student commences at the College. An appointment will be offered annually.
- Parents will be alerted to the risks associated with Anaphylaxis through a message in the College Newsletter at the commencement of each semester. Parents' information sheets can be assessed at the RCH website. This link will be put into the article. (chapter 11 in the guidelines)

To Students

- Students will have posters displayed in the hallways, noticeboards and canteen alerting them to the risks associated with Anaphylaxis.
- Message put on Student Messages at the commencement of the year alerting students to the risks associated with Anaphylaxis. Sample message can be found in the guidelines, Chapter 11, under communication plan.

Staff Training

All School Staff will undertake the following training:

- an Anaphylaxis online training course every two years and an assessment for the correct use of an Adrenaline Auto injector by one of 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 injector 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 12 months.

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 Care Coordinator and the Main Office should always be called to an anaphylactic emergency.

Annual Risk Management Checklist

The Health Care 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.

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| RESPONSIBILITY: | Leadership Forum Team and Health Centre Coordinator |
| DATE DEVELOPED: | 2008 |
| DATE UPDATED: | September 2018 |
| REVIEW DATE: | Annual Review |