



St John Vianney's Primary School, Mulgrave

# Anaphylaxis Management Policy

## Introduction

St John Vianney's Primary School is committed to providing, as far as is practicable, a safe, supportive environment, in which students at risk of anaphylaxis, can participate equally in all aspects of their education. The school is also committed to the provision of competent and prompt emergency care, to ensure the health and optimum outcome for all students who may experience an anaphylactic reaction, whether on or off the school's campus. The key prevention of anaphylaxis in school is the knowledge of students who are at risk, awareness of triggers (allergens) and prevention of exposure to these allergens.

This anaphylaxis policy & supporting guidelines are modelled on the Department of Education and Training's 'Anaphylaxis Guidelines', Victorian Government legislation, Ministerial Order 706 Anaphylaxis Management in Victorian Schools effective 22 April 2014.

## Mission Statement as directed in Ministerial Order 706:

St John Vianney's Primary School will comply with the order and guidelines on Anaphylaxis Management as directed by Ministerial Order 706, effective 22 April 2014.

In the event of an anaphylactic reaction, St John Vianney's Primary School's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan must be followed.

## Purpose

The purpose of the school's policy & supporting guidelines is to:

- » Ensure that the school can assist parents in the management of their child's allergy;
- » Encourage preventative measures to minimise the risk of and promote awareness of anaphylaxis;
- » Provide resources and training for staff in recognizing and responding appropriately to an anaphylactic reaction;
- » Ensure an emergency response strategy is designed and implemented within the school.

## Scope

These guidelines apply to all St John Vianney's Primary School sites and to all staff members, non-teaching staff, casual relief teachers and contractors whilst performing duties on behalf of the school.

## Background

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (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, the awareness of triggers (allergens), and prevention of exposure to these triggers.

Adrenaline given through an EPIPEN, auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

## Responsibilities of Parents & Guardians

Parents and guardians are responsible for ensuring that health information provided to the School is up to date and reviewed regularly to ensure that the accuracy of this information is maintained.

Parents & guardians must notify the school upon enrolment or, as soon as they are aware, that their child has a severe allergy. A comprehensive Anaphylaxis Management Plan, completed by their attending medical practitioner or allergy specialist, must also be submitted upon enrolment or, as soon as they are aware, that their child has a severe allergy.

The Anaphylaxis Management Plan, must be in the regulation Australasian Society of Clinical Immunology and Allergy (ASCIA) colour and, must include an up-to-date photo of the student and clearly state what the child is allergic to and what medication should be administered if an anaphylactic reaction occurs (the Action Plan).

- » Personal Use - ASCIA Action Plan for Anaphylaxis for use with EpiPen (Red);
- » Personal Use - ASCIA Action Plan for Anaphylaxis (personal) for use with Anapen (Red);
- » ASCIA Action Plan for Allergic Reactions (personal) for use when no adrenaline autoinjector has been prescribed (Green).

The Anaphylaxis Management Plan must be completed by the attending doctor and supplied to the school by the parents & guardians:

- » Annually, at the beginning of the school year;
- » At any time the medical management of the allergy is changed;
- » Immediately after a student has an anaphylactic reaction at school;
- » If a student is wishing to travel overseas or interstate as part of a school excursion or camp.

Parents & guardians must ensure that a current photo of their child is attached to the Anaphylaxis Management Plans. The School will ensure that they are made aware that their child's Anaphylaxis Management Plan and accompanying photo will be displayed at various locations throughout the School for the sole purpose of informing all staff members of the allergy & to assist in an emergency response. A photo board will be displayed in the Staffroom, First Aid Room & where operational the Canteen to alert staff of all students who have the severe allergy of Anaphylaxis.

Parents & guardians are responsible for providing to the school 1 x (in date) EPIPEN auto-injector and any antihistamine that has been prescribed by the attending medical practitioner and described on the child's Anaphylaxis Management Plan. The school will also maintain an EPIPEN auto-injector for general use.

Parents & guardians are responsible for supplying EPIPENS with a pharmacy label particular to their child and used for that child only.

Parents & guardians are also responsible for supplying alternative food options for the student if necessary to eliminate any risk.

Parents & guardians must ensure that information about any changes to the student's Anaphylaxis Management and emergency contact details must be provided to the school as soon as they become aware of these.

### **Responsibilities of the School – Prevention Strategies**

Members of the Leadership Team will ensure that an Anaphylaxis Management Plan for each student diagnosed with anaphylaxis or allergies, is developed in consultation with the student's parents or guardians and their attending medical practitioner.

St John Vianney's Primary School	Date Implemented Apr 2018
23 Police Road, Mulgrave, 3170	Date of Next Review: 2020

A Communication Plan will be developed to ensure that all staff members, non-teaching staff & casual relief teachers are aware of every student with anaphylaxis and severe allergies and ensure that they understand the requirements of individual Management Plans of each of the students under their care.

Members of the Leadership Team will ensure that Anaphylaxis Management Plans are current and displayed at various locations throughout the School for the sole purpose of informing all staff members of the allergy & to assist in an emergency response.

Members of the Leadership Team will ensure that care and diligence applies at other times while the student is under the care or supervision of the school in the following settings:

- » School excursions
- » School camps
- » School yard
- » Special event days conducted or organised by the school
- » Sport days.

### **Staff Training – Prevention Strategies**

Members of the Leadership Team will take responsibility for arranging the comprehensive education of all staff members & non-teaching staff in the Management of Anaphylaxis,(as set out below) and the education of all students for in-school and out-of-school settings.

All staff members & non-teaching staff will undergo and hold current accredited Anaphylaxis Management Certificates, which is renewed on its expiration every 3 years. It is preferred that all causal relief teachers also hold this accreditation.

In accordance with Ministerial Order 706 compulsory regular bi -annual updates for school staff in recognising and responding appropriately to an anaphylactic reaction will be conducted by a competent member of the school's Leadership Team, or nominated representative, including competently administering an EPIPEN.

### **EPIPENS**

St John Vianney's Primary School will provide an appropriate number of Generic EPIPENS, in accordance with Ministerial Order 706, which should provide sufficient back up for students' prescribed with EPIPENS in any anaphylaxis emergency.

These EPIPENS are located in an unlocked cupboard (cool, dark place), within the First Aid Room so that they are readily accessible to all members of the Leadership Team, staff members & non-teaching staff at all times.

Additional generic EPIPENS will also be located in an unlocked cupboard (cool, dark place), within the First Aid Room and will be available for distribution to staff members instructing a sporting team or attending an excursion or for emergency use on School Camps as a back- up EPIPEN.

Staff members are responsible for the safe transport and administration of EPIPENS on excursions.

An EPIPEN register is kept in the First Aid Room recording all students with EPIPENS, its strength and expiry date.

Members of the Leadership Team will regularly check the expiry date on all EPIPENS and advise parents when their child's EPIPEN is due to expire. A new EPIPEN must be provided by the expiry

St John Vianney's Primary School	Date Implemented Apr 2018
23 Police Road, Mulgrave, 3170	Date of Next Review: 2020

date and if this does not occur and parents have been notified on a number of occasions, it may be necessary to exclude the child from attending school until current medication is supplied.

### **Emergency Response**

St John Vianney's Primary School has developed an emergency response procedure to ensure an immediate response in the case of a student suffering an anaphylactic or allergic reaction. This emergency response procedure is detailed within the school's emergency management plan & is displayed in the Staffroom, First Aid Room & where operational, the Canteen.

All staff members, non-teaching staff and casual relief teachers are made aware and reminded of the Emergency Response Procedures listed below bi-annually.

The emergency response procedure is as follows:

- » Anaphylaxis Management Plans are displayed in prominent locations around the school. Staff members in the care of students with Anaphylaxis Management Plans are provided with copies and these are to be kept with the class roll or emergency response folder. Specialist teachers also maintain copies of Anaphylaxis Management Plans for all students in their care.
- » Cards with the student's photo, allergy, name, class and emergency contact phone numbers are kept in yard duty used by staff members who conduct yard duty, as well as in all First Aid Kits used for sporting events and excursions.
- » In the case of an anaphylactic or allergic reaction these cards are to be sent with a runner to the First Aid Room (during recess & lunchtime) or Front Office (all other times). The attending staff member will access the affected student's pen and return with the runner to the incident site.

The student **MUST NOT BE MOVED**.

- » In the meantime, office staff should be alerted and instructed to phone for an ambulance. They should then wait at the front of the school to direct the ambulance. Ideally, the person administering the EPIPEN should have a mobile phone with them to call the ambulance and then be able to give accurate information to the ambulance officers.
- » Whoever administers the EPIPEN must stay and monitor the child until the ambulance arrives.

The emergency response procedure for excursions, camps, sporting events or other 'off-site' activities is as follows:

- » Staff members will administer the EPIPEN or supervise the administration of the EPIPEN by the student, if they are capable of self-administration;
- » An ambulance must be phoned for immediately. If the area is remote, staff members are required to follow instructions from emergency services to ensure efficient access to the student;
- » Contact must then be made with the parents/guardian to inform them of the event, the condition of their child and actions taken;
- » A staff member must remain with the student at all times, until a parent or guardian arrives at the hospital;
- » Staff members will inform other students in their care of the event, keeping them calm, whilst providing appropriate counselling and debriefing.

### **Communication Strategy**

The following communication strategy has been developed to provide information to all staff members, students and parents about anaphylaxis and the school's anaphylaxis management. All

St John Vianney's Primary School	Date Implemented Apr 2018
23 Police Road, Mulgrave, 3170	Date of Next Review: 2020

staff members & non-teaching staff are to be provided with information on children who are at risk of anaphylactic or allergic reactions including a photographic summary of all students with an allergy.

All Casual Relief Teachers are made aware of any students in their care who may suffer from an anaphylactic or allergic reaction.

The communication strategy includes information about steps that will be taken to respond to an anaphylactic reaction by a student in the following school environments:

- » School excursions
- » School camps
- » School yard
- » Special event days conducted or organised by the school
- » Sport days

All staff members, non-teaching staff and others who are responsible for the care of students such as sporting coaches, must maintain current Anaphylaxis Management accreditation, and must ensure that at all times, they know where the student's individual EPIPEN and Anaphylaxis Management Plan is kept and have an emergency strategy in place to enact in the event of an anaphylactic or allergic reaction.

The communication strategy includes publication procedures, where all staff members & non-teaching staff are advised by members of the Leadership Team at a scheduled staff meeting and via e-mail of the students' individual Anaphylaxis Management Plans.

The communication strategy will also ensure that casual relief teachers & volunteers who are responsible for the students at risk of an anaphylactic or allergic reaction are adequately informed and understand their role in responding to an event by a student in their care.

All staff members & non-teaching staff will be made aware and reminded of the following at least twice a year:

- » The school's Anaphylaxis Management Policy;
- » The causes, symptoms and treatment of anaphylaxis;
- » The identities of students diagnosed who are at risk of anaphylaxis and the location of their medication;
- » How to use an adrenaline auto-injecting device,(EPIPEN) including hands on practise with a trainer adrenaline auto-injecting device;
- » The school's first aid and emergency response procedures.

In the event of an Anaphylactic Emergency, and in consideration for staff welfare, attending staff will be provided with appropriate post- emergency de-briefing, counselling and guidance as required and appropriate.

### **Risk Management Strategies**

A review of individual student's Anaphylaxis Management Plans must be conducted annually in consultation with parents/guardian & their attending doctor. Additional Risk Management Strategies listed below will also be enacted:

- » All attempts will be made to minimize the risk of an anaphylactic or allergic reaction by identifying offending allergens within the school environment;

St John Vianney's Primary School	Date Implemented Apr 2018
23 Police Road, Mulgrave, 3170	Date of Next Review: 2020

- » The school shall adopt a 'no share policy' for food in the classroom and school yard;
- » Staff members should avoid the use of food treats in class or as rewards;
- » During special occasions e.g. birthday parties, children with severe allergies should have their own supply of treats kept by the teacher in the classroom provided by the student's parents/guardian.
- » Food preparation at school should include the use of separate utensils for students with a food allergy;
- » Students should be encouraged to wash their hands and face regularly, especially before and after meals;
- » Tables should be regularly cleaned thoroughly;
- » Caution should be exercised in areas of high risk including the art and drama rooms;
- » Avoid the use & reuse of boxes or cartons that have contained offending food products eg, nut based cereal boxes, egg cartons, milk cartons, play-dough.

### **Excursions, Camps, Sporting Events**

Where students with identified anaphylaxis are required to attend excursions, camps, sporting events or other 'off-site' activities, staff members responsible for organising & attending the event, in consultation with members of the Leadership Team & other attending staff members will ensure the following:

- » The student's EPIPEN auto-injector, and a school's EPIPEN, a copy of all student's individual Anaphylaxis Management Plans and an operational mobile phone must be taken on all excursions, camps, sporting events or other 'off-site' activities;
- » Staff members with current Anaphylaxis Management accreditation and who are competent in administering an EPIPEN must accompany the students on all excursions, camps, sporting events or other 'off-site' activities. All staff members attending all excursions, camps, sporting events or other 'off-site' activities need to be aware if there is a student at risk of anaphylaxis. Parents/guardians and attending staff members should discuss any alternate food that is required and provide food that is not able to be provided by the organiser of the excursion, camp, sporting event or other 'off-site' activity;
- » Support for the student may include parents/guardians accompanying the student on the excursion, camp, sporting event or other 'off-site' activity where this is in the best interests of the student, taking into account the interests of the other participants;
- » Camp & facility management, as well as other stakeholders must be informed, in advance, of any students at risk of an anaphylactic or allergic reaction;
- » Food consumed on transport to the excursion, camp, sporting event or other 'off-site' activity will be carefully considered for the potential exposure to allergens;
- » Staff members organising the excursion, camp, sporting event or other 'off-site' activity must take time to identify local emergency services and how to access them;
- » EPIPEN auto-injectors must remain in close proximity to individual students with identified anaphylaxis at all times during the excursion, camp, sporting event or other 'off-site' activity.
- » Where appropriate, staff may give permission for a student to carry his/her own EPIPEN.
- » A 2nd Generic EPIPEN auto-injector will be carried by the responsible staff member and if it is deemed necessary or if location is remote, extra Generic EPIPENS will be provided.

St John Vianney's Primary School	Date Implemented Apr 2018
23 Police Road, Mulgrave, 3170	Date of Next Review: 2020

- » Students with anaphylactic response to insects (i.e.. bees) should always wear closed shoes and long-sleeved garments, apply appropriate protection and stay away from areas that may attract insects.

**Annual Anaphylaxis Risk Management Checklists**

In accordance with requirements of Ministerial Order 706, St John Vianney’s Primary School will conduct an annual Anaphylaxis Risk Management Checklist to ensure that all aspects of its Anaphylaxis Management policy & procedure have been implemented. Gaps identified as a result of completing the Anaphylaxis Risk Management Checklist, will be brought to the Leadership Team’s attention immediately, where appropriate actions will be assigned and entered into the School’s Compliance Register.

Refer to the School’s Anaphylaxis Risk Management Checklist, located within it Occupational, Health & Safety Management System.

St John Vianney’s Primary School	Date Implemented Apr 2018
23 Police Road, Mulgrave, 3170	Date of Next Review: 2020