

# Anaphylaxis Management Policy

## 1. *Rationale-*

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The key to prevention of anaphylaxis at Pakenham Springs is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between Pakenham Springs and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Pakenham Springs has a duty of care towards students which includes protecting a student under the school's charge from risks of injury that the teacher should reasonably have foreseen.

Pakenham Springs will work in partnership with parents/carers and the student to support students to feel safe at school.

## 2. *Purpose of Policy-*

The purpose of the Pakenham Springs Anaphylaxis Management Policy is:

- 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
- to raise awareness about anaphylaxis and the Pakenham's Anaphylaxis Management Policy in the school community
- to engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student
- to ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the Pakenham Spring's policy and procedures in responding to an anaphylactic reaction.
- to ensure that Pakenham Springs Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

## 3. *Implementation Guidelines-*

### **School Statement:**

Pakenham Springs Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

### **Anaphylaxis Information:**

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

### *Symptoms*

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

### *Treatment*

Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective 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 auto injectors are designed so that anyone can use them in an emergency.

## **INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS**

The principal 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 allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

### **Review and updates to Individual Anaphylaxis Management Plans**

A student's Individual Anaphylaxis Management Plan will be reviewed and updated, in consultation with the student's parents/ carers:

- annually, and as applicable,
- if the student's condition changes,
- if the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts, or
- immediately after a student has an anaphylactic reaction at school.

**It is the responsibility of the parent to:**

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

**COMMUNICATION PLAN**

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

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

Volunteers, canteen staff and casual relief staff of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the principal as part of the information pack they receive about the class they will be teaching/assisting.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

**STAFF TRAINING AND EMERGENCY RESPONSE**

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course. At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

At Pakenham Springs all staff will complete:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

In addition, all staff at Pakenham Springs will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis and where their medication is located
- how to use an autoadrenaline injecting device
- the school's first aid and emergency response procedures

- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

Training will be provided to all staff as soon as practicable after the student enrolls. Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents. The school's first aid procedures and student's emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

## **ROLES AND RESPONSIBILITIES**

The school's principal has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis.

At Pakenham Springs the principal will:

- actively seek information to identify students with severe life threatening allergies at enrolment
- conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school
- meet with parents/carers to develop an Individual Anaphylaxis Management Plan for the student (This includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation.)
- request that parents provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan that has been signed by the student's medical practitioner and has an up to date photograph of the student
- ensure that parents provide the student's EpiPen® and that it is not out of date
- ensure that staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®
- develop a communication plan to raise student, staff and parent awareness about severe allergies and the school's policy
- provide information to all staff, including specialist staff, new staff, casual staff, canteen staff (if an external canteen provider, ensure that the provider can demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling practices) and office staff, so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures.
- ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response
- allocate time, such as during staff meetings, to discuss, practise and review the school's management strategies for students at risk of anaphylaxis. Practise using the trainer EpiPen® regularly
- encourage ongoing communication between parents/carers and staff about the current status of the student's allergies, the school's policy and their implementation
- review the student's Individual Anaphylaxis Management Plan annually or if the student's circumstances change, in consultation with parents

School staff who are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect students from risks of injury that are reasonably foreseeable - this may include administrators, canteen staff, casual relief staff, and volunteers.

At Pakenham Springs, staff will:

- know the identity of students who are at risk of anaphylaxis
- understand the causes, symptoms, and treatment of anaphylaxis.
- obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®

- know the school's first aid emergency procedures and what your role is in relation to responding to an anaphylactic reaction
- keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction
- know where the student's EpiPen® is kept (the EpiPen® is designed so that anyone can administer it in an emergency)
- know and follow the prevention strategies in the student's Individual Anaphylaxis Management Plan
- plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties - work with parents/carers to provide appropriate food for the student
- avoid the use of food treats in class or as rewards, as these may contain hidden allergens – work with parents/carers to provide appropriate treats for the student.
- be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- be careful of the risk of cross-contamination when preparing, handling and displaying food
- make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
- raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers

At Pakenham Springs, the designated School Nurse will:

- take a lead role in supporting principals and staff to implement prevention and management strategies for the school
- keep an up to date register of students at risk of anaphylaxis
- ensure that students' emergency contact details are up to date
- obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®
- check that the EpiPen® is not cloudy or out of date regularly, e.g. at the beginning of each term
- inform parents/carers a month prior in writing if the EpiPen® needs to be replaced
- ensure that the EpiPen® is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.
- provide or arrange post-incident support (e.g. counselling) to students and staff, if appropriate
- work with staff to conduct regular reviews of prevention and management strategies
- work with staff to develop strategies to raise school staff, student and community awareness about severe allergies

At Pakenham Springs the parents/carers of a student at risk of anaphylaxis will:

- inform the school, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis
- obtain information from the student's medical practitioner about their condition and any medications to be administered; and inform school staff of all relevant information and concerns relating to the health of the student
- meet with the school to develop the student's Individual Anaphylaxis Management Plan
- provide an ASCIA Action Plan, or copies of the plan to the school that is signed by the student's medical practitioner and has an up to date photograph
- provide the EpiPen® and any other medications to the school
- replace the EpiPen® before it expires
- assist school staff in planning and preparation for the student prior to school camps, incursions, excursions or special events such as class parties or sport days
- supply alternative food options for the student when needed
- inform staff of any changes to the student's emergency contact details
- participate in reviews of the student's Individual Anaphylaxis Management Plan, (e.g. when there is a change to the student's condition or at an annual review)

## STORAGE AND ACCESSIBILITY OF EPIPENS® AT PAKENHAM SPRINGS:

- EpiPens® will be stored in an unlocked, easily accessible place away from direct heat. They will not be stored in the refrigerator or freezer.
- EpiPens® will be clearly labelled with the student's name
- A copy of the student's ASCIA Action Plan will be kept with the EpiPen®
- Each student's EpiPen® will be distinguishable from other students' EpiPens® and medications
- All staff will be informed as to where the EpiPen® is located
- EpiPens® will be signed in and out when taken from its usual place, for example for camps or excursions

**To comply with the above points, at Pakenham Springs EpiPen®'s will be stored on the display board on the sickbay.**

### Adrenaline autoinjectors for general use

Pakenham Springs Primary School will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored in the sickbay and in excursion first aid bags, and labelled "general use".

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Pakenham Springs Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

### What about food bans?

Department of Education and Early Childhood Development advice on the banning of food or other products is not recommended due to the possibility of encouraging complacency among staff and students, the presence of hidden allergens and the difficulty of monitoring and enforcing a ban. At Pakenham Springs the focus will be placed on raising awareness of the risks associated with anaphylaxis, and to implement practical, age-appropriate strategies to minimise exposure to known allergens.

## **4. Evaluation-**

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The Anaphylaxis Management Policy will be evaluated and revised annually. Additionally, it will be reviewed by the principal and first aid officer after each anaphylaxis incident. The principal and first aid officer will liaise widely to ensure all key stakeholders have input into this evaluation. The next review of this document is due in May, 2020.

### **References:**

**Anaphylaxis Guidelines for Victorian Government Schools**

(located at [www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm](http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm))

### **Further information:**

Australasian Society of Clinical Immunology and Allergy (ASCIA)

[www.allergy.org.au](http://www.allergy.org.au)

ASCIA Guidelines for prevention of food anaphylactic reactions in schools, preschools and childcare centres  
[www.allergy.org.au/pospapers/anaphylaxis.htm](http://www.allergy.org.au/pospapers/anaphylaxis.htm)

NSW Health and NSW Department of Education and Training Anaphylaxis Guidelines for Schools Second Edition 2006  
[www.schools.nsw.edu.au/media/downloads/schoolsweb/studentssupport/studenthealth/aguidelines\\_v2.pdf](http://www.schools.nsw.edu.au/media/downloads/schoolsweb/studentssupport/studenthealth/aguidelines_v2.pdf)

Anaphylaxis Australia - Living with Anaphylaxis: Schools  
[www.allergyfacts.org.au/livingwith.html#schools](http://www.allergyfacts.org.au/livingwith.html#schools)