



ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 70053069 for interpreter assistance.

PURPOSE

To explain to Thomas Mitchell Primary School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Thomas Mitchell Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

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.

POLICY

School Statement

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

Anaphylaxis

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 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.

Prevention

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.

Individual Anaphylaxis Management Plans

All students at Thomas Mitchell Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal and Nurse of Thomas Mitchell Primary School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Thomas Mitchell Primary School and where possible, before the student's first day.

Parents and carers must:

- 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.

Each student's Individual Anaphylaxis Management Plan must include:

- 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 on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

ANAPHYLAXIS ACTION PLAN (ASCIA)

An Anaphylaxis Action Plan (ASCIA Action Plan) provided by the parent and signed will:

- Set out the emergency procedures to be taken in the event of an allergic reaction.
- Be signed by a medical practitioner who was treating the child on the date the practitioner signs the plan.
- Contain an up to date photograph of the child.

Location of plans and adrenaline autoinjectors

- A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the First Aid Room together with the student's adrenaline auto injector.
- ASCIA Action Plans for Anaphylaxis will also be displayed in the child's classroom and in the First Aid Room.
- All adrenaline auto injectors must be labelled with the student's name.
- All adrenaline auto injectors are easily accessible in the First Aid Room and clearly labelled with child's name, photo and classroom.
- Emergency adrenaline auto injectors for general use are stored in the First Aid Room.
- Additional copies of the Individual Anaphylaxis Management Plan & the ASCIA Action Plan will be located in specialist folders in specialist rooms and within classroom teacher folders.

Risk Minimisation Strategies

Staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. This includes administrators, canteen staff, casual relief staff and specialist staff.

To minimise risk staff will:

Classroom

- Liaise with parents about food related activities ahead of times
- Avoid the use of food treats in class or as rewards, as these may contain hidden allergens.
- Work with parents to provide appropriate treats for students at risk of anaphylaxis.
- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing 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 and give consistent messages about not sharing food.
- Alert parents to high risk allergens and request they not be brought to school.
- Be discouraged from eating nuts, peanut butter, eggs in the classroom or other areas where students frequent or whilst on playground duty.
- Never give food from outside sources to a student who is at risk of anaphylaxis. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth.
- Be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).
- Ensure all students wear gloves when involved with a recycling program or picking up rubbish from the school yard.

Canteen Staff

- Canteen staff including volunteers should be able to demonstrate satisfactory training in food allergen management and its implications on food handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross contamination issues specific
- Be aware of the risk of cross-contamination when preparing, handling and displaying food.
- Should display the medical alert poster identifying students by photo at risk of Anaphylaxis.
- Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
- Thomas Mitchell Primary School Canteen do not stock peanut and tree nut products eg. Hazelnuts, cashes, almonds etc.

Playground / Yard Duty

- staff are discouraged from eating nuts, peanut butter, eggs in the classroom or other areas where students frequent or whilst on playground duty.
- students should keep drinks and food covered while outdoors.
- All staff on yard duty must be aware of the School's Emergency Response Procedures and how to notify the general office/nurse of an anaphylactic reaction in the school yard. Each student's adrenaline auto-injector and their ASCIA action plan for Anaphylaxis are easily accessible from the yard, and staff should be aware of their exact location.
- All school staff at Thomas Mitchell Primary School are trained in the administration of Adrenaline Auto injectors and will be able to respond quickly to an anaphylactic reaction if needed.

- Staff on yard duty are required to obtain a yard duty kit accessed from the staff room. This kit will have a Laminated A4 Medical Alert poster identifying students who are at risk of Anaphylaxis by name, class and photo. This Laminated medical alert will also have the Emergency Response Procedure clearly outlined.

Special Events/Field Trips/Excursions/Sporting Events

- The adrenaline auto injector and a copy of the Individual Anaphylaxis Management Plan and the ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis should be easily accessible and school staff must be aware of their exact location throughout the event.
- For each field trip, excursion etc. A risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio. All school staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
- The school should consult parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu or request the parents provide a meal (if required)
- Parents may wish to accompany their child on field trips and /or excursions. This should be discussed with Parents as another strategy for supporting the student who is at risk of anaphylaxis.
- Prior to the excursion taking place school staff should consult with the students parents to review the students Individual Anaphylaxis Management plan to ensure that it is up to date and relevant to the particular excursion activity.
- School Staff should avoid using food in activities or games, including as rewards.

Adrenaline autoinjectors for general use

Thomas Mitchell Primary School has three adrenaline auto injectors. Two Yellow Epipens (for over 20kg), 1 Green junior Epipen (for under 20kg) 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 auto injectors for general use will be stored in the Schools Emergency Backpack and labelled "general use".

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

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

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the school nurse and stored in the Health Centre. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none"> ● Lay the person flat ● Do not allow them to stand or walk ● If breathing is difficult, allow them to sit ● Be calm and reassuring ● Do not leave them alone ● Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at the Health Centre ● If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	<p>Administer an EpiPen or EpiPen Jr</p> <ul style="list-style-type: none"> ● Remove from plastic container ● Form a fist around the EpiPen and pull off the blue safety release (cap) ● Place orange end against the student's outer mid-thigh (with or without clothing) ● Push down hard until a click is heard or felt and hold in place for 3 seconds ● Remove EpiPen ● Note the time the EpiPen is administered ● Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration <p>OR</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> ● Pull off the black needle shield ● Pull off grey safety cap (from the red button) ● Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) ● Press red button so it clicks and hold for 10 seconds ● Remove Anapen® ● Note the time the Anapen is administered ● Retain the used Anapen to be handed to ambulance paramedics along with the time of administration

3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Schools can use either the EpiPen® and Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

Communication Plan

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

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Thomas Mitchell's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of student who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

The communication plan will include:

- specific strategies that will be used to raise staff, students and school community awareness about anaphylaxis, severe allergies and the school rules about sharing food and food brought in by home.
- an outline how volunteers and casual relief staff will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.
- an outline the schools Emergency Procedure Plan for a student who has an anaphylactic reaction within the classroom, school yard, excursions or camps.

Staff training

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- All staff at Thomas Mitchell Primary School will complete an online anaphylaxis management training course every two years (ASCIA e-training for Victorian Schools (with 22579VIC, or 22578VIC or 10710 NAT).
- Thomas Mitchell Primary School have one staff member who is assigned as an Anaphylaxis Supervisor. They are responsible for ensuring all staff are competent in administering an adrenaline auto injector (Epipen/Anapen). This designated staff member will participate in Verifying the Correct Use of Adrenaline Auto injector Device 22303VIC training every three years.
- All staff will be briefed once each semester regarding the school's anaphylaxis management policy. The causes, symptoms and treatment of anaphylaxis, the students diagnosed at risk of anaphylaxis, the school's emergency response and first aid procedures, how to use an adrenaline auto injector and the location and access to adrenaline auto injectors provided by parent and the school's general use adrenaline auto injectors.
- Induction for new staff will include anaphylaxis awareness information and appropriate training will be sought as soon as possible for new staff.

When a new student enrolls at Thomas Mitchell Primary School who is at risk of anaphylaxis, the School Nurse will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained by a data base kept by the School Nurse and by admin on Cases21.

The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2023

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.