A logo for a college

Description automatically generatedRainbow P-12 College

ANAPHYLAXIS MANAGEMENT POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Principal – Colleen Petschel (53 951063).

**Purpose**

To explain to Rainbow P-12 College 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 Rainbow P-12 College 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**

Rainbow P-12 College 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.

Implementation:

### **Individual Anaphylaxis Management Plans**

All students at Rainbow P-12 College 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 of Rainbow P-12 College 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 enrols at Rainbow P-12 College 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.

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.

### **Location of plans and adrenaline autoinjectors**

* When students will not keep their adrenaline autoinjectors on their person:

*A copy of each student’s Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in individual first aid bags and on the first aid information board outside the Assistant Principal’s office, together with the student’s adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student’s name.*

* When students will keep their adrenaline autoinjectors on their person:

*A copy of each student’s Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in individual first aid bags and in the first aid information board on the wall outside the Assistant Principal’s office. Students are encouraged to keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available in the First Aid cupboard in the junior building and are labelled “general use”.*

* When some students keep their adrenaline autoinjectors on their person and others store them elsewhere:

*A copy of each student’s Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in individual first aid bags and on the first aid information board outside the Assistant Principal’s office. Whilst some students keep their adrenaline autoinjector on their person, medication for those that do not will be stored and labelled with their name in the individual packs on the wall outside the Assistant Principal’s office, adrenaline autoinjectors for general use is stored in the First Aid cupboard in the junior building.*

### **Risk Minimisation Strategies**

Rainbow P-12 College will put prevention strategies in place for all relevant in-school and out-of-school settings, which include (but are not limited to) the following:

* during classroom activities (including class rotations, specialist and elective classes)
* between classes and other breaks
* in canteens
* during recess and lunchtimes
* before and after school
* special events including incursions, sport, cultural days, fetes or class parties, excursions and camps.

*To reduce the risk of a student suffering from an anaphylactic reaction at Rainbow P-12 College, we have put in place the following strategies:*

* *ensuring all teaching staff are aware of the trigger allergens for each student.*
* *Ensuring volunteers and CRT staff are informed upon arrival at school if they are caring for a student at risk of anaphylaxis and their role in responding to an anaphylactic reaction.*
* *school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination*
* *all staff to undertake anaphylaxis training and ensure all staff are reminded each semester about anaphylaxis procedures.*
* *a general use adrenaline autoinjector will be stored First Aid cupboard in the junior school.*
* *Ensuring students and parents are aware of anaphylaxis systems and procedures*
* *Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, the appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.*

Other prevention strategies

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| Setting | Strategies |
| School | * A copy of the student’s management plan will be clearly displayed and accessible in the General Office and in the primary Staff area for primary students * Medications including Epipens will be stored in individual student packs outside the Assistant Principal’s office or “General use” in First Aid cupboard in junior building. * The school community will be made aware of the school’s anaphylaxis policy through newsletter articles |
| Classroom | * Liaise with parents/guardians about food related events ahead of time * Use non-food treats if possible or supply alternative treats. Treats for other students should aim to minimise known allergens * Be aware of hidden allergens in food technology, art and science classes e.g. egg cartons * Ensure regular reminders are given to students about the importance of hand washing and not sharing food * Ensure CRT staff are familiar with the ASCIA plan |
| Yard | * Ensure bins are covered to prevent insects * Ensure yard duty teachers wear the high visibility vests * Ensure yard duty teachers are aware of first aid responses   + Identify the incident   + Stay with patient   + Send two students to staffroom to report anaphylactic incident   + Staff to alert Principal or person in charge, collect medication and/or EpiPen and deliver to incident site, then administer the EpiPen   + Principal or senior person in charge to attend incident, call 000, as soon as practicable, inform family |
| On-site events | * Inform all parents in advance about foods that may cause allergic reactions * Ensure staff trained in anaphylaxis are present at the event |
| Off-site events | * Ensure students ASCIA plan and EpiPen are signed out * Ensure emergency services can be contacted * Ensure trained staff are accompanying the student and that all staff are aware if there is a student at risk of anaphylaxis present * Ensure all staff know who the teacher in charge is * Ensure the teacher in charge has discussed in advance any issues that may arise if off site meals are to be consumed * Discuss whether parents/guardians of primary children should accompany the student on the off-site event * Consider the potential exposure to allergens when food is consumed on buses |
| Off-site remote events | * Develop a risk management plan in consultation with the parent/guardian * Inform any off site staff of students with food allergies * Staff should liaise with parents/guardians to develop alternative menus or allow students to bring their own meals * The students adrenaline auto injector, ASCIA Action plan and a mobile phone must be taken on camp * Anaphylaxis trained staff must accompany the student on camp and all staff must be aware there is a student at risk of anaphylaxis * Ensure all staff know who the teacher in charge is * The auto injector must be with the student at all times |

### **Adrenaline autoinjectors for general use**

Rainbow P-12 College will maintain a supply of adrenaline autoinjectors for general use, as a backup 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 First aid cupboard in the junior building and labelled “general use”.

The Principal/First Aid Officer are responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

* the number of students enrolled at Rainbow P-12 College 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
* the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

### **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 First Aid officer - Kristen Wier and located on the first aid board outside the Assistant Principal‘s office.

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:

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| **Step** | **Action** |
|  | * 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 in individual first aid bags outside the Assistant Principal's office and in the First Aid cupboard in the junior building. * If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5 |
|  | Administer an EpiPen or EpiPen Jr   * 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   **OR**  Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.   * 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 3 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 |
|  | Call an ambulance (000) |
|  | 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. |
|  | 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**

This policy will be available on Rainbow P-12 College website so that parents and other members of the school community can easily access information about Rainbow P-12 College anaphylaxis management procedures. The parents and carers of students who are enrolled at Rainbow P-12 College and 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 Rainbow P-12 College procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students 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](https://www2.education.vic.gov.au/pal/anaphylaxis/guidance).

### **Staff training**

The Principal will ensure that relevant school staff are:

* trained in anaphylaxis management
* briefed at least twice per calendar year

Staff who are required to undertake training must have completed:

* 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.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including School Anaphylaxis Supervisors – Kristen Weir and Colleen Petschel.

Each briefing will address:

* this policy
* the causes, symptoms and treatment of anaphylaxis
* the identities of students with a medical condition that relates to allergies 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
* the school’s general 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.

When a new student enrolls at Rainbow P-12 College who is at risk of anaphylaxis, the Principal 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 in the General Office.

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](https://www2.education.vic.gov.au/pal/anaphylaxis/policy)
* [Allergy & Anaphylaxis Australia](https://allergyfacts.org.au/)
* ASCIA Guidelines: [Schooling and childcare](https://allergyfacts.org.au/allergy-management/schooling-childcare)
* Royal Children’s Hospital: [Allergy and immunology](https://www.rch.org.au/allergy/about_us/Allergy_and_Immunology/)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | Oct 2023 |
| Approved by | Principal |
| Next scheduled review date | Oct 2024 |

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.

# Individual Anaphylaxis Management Plan

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| This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the Parent.  It is the Parents' responsibility to provide the School with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes. | | | | | | | |
| **School** | |  | | **Phone** | |  | |
| **Student** | |  | | | | | |
| **DOB** | |  | | **Year level** | |  | |
| **Severely allergic to:** | |  | | | | | |
| **Other health conditions** | |  | | | | | |
| **Medication at school** | |  | | | | | |
| EMERGENCY CONTACT DETAILS (PARENT) | | | | | | | |
| **Name** | |  | | **Name** | |  | |
| **Relationship** | |  | | **Relationship** | |  | |
| **Home phone** | |  | | **Home phone** | |  | |
| **Work phone** | |  | | **Work phone** | |  | |
| **Mobile** | |  | | **Mobile** | |  | |
| **Address** | |  | | **Address** | |  | |
| EMERGENCY CONTACT DETAILS (ALTERNATE) | | | | | | | |
| **Name** | |  | | **Name** | |  | |
| **Relationship** | |  | | **Relationship** | |  | |
| **Home phone** | |  | | **Home phone** | |  | |
| **Work phone** | |  | | **Work phone** | |  | |
| **Mobile** | |  | | **Mobile** | |  | |
| **Address** | |  | | **Address** | |  | |
| **Medical practitioner contact** | | **Name** |  | | | | |
| **Phone** |  | | | | |
| **Emergency care to be provided at school** | |  | | | | | |
| **Storage for Adrenaline Autoinjector (device specific) (EpiPen®/ Anapen®)** | |  | | | | | |
| ENVIRONMENT | | | | | | | |
| To be completed by Principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc. | | | | | | | |
| **Name of environment/area:** | | | | | | | |
| **Risk identified** | **Actions required to minimise the risk** | | | | **Who is responsible?** | | **Completion date?** |
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| **Name of environment/area:** | | | | | | | |
| **Risk identified** | **Actions required to minimise the risk** | | | | **Who is responsible?** | | **Completion date?** |
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| **Name of environment/area:** | | | | | | | |
| **Risk identified** | **Actions required to minimise the risk** | | | | **Who is responsible?** | | **Completion date?** |
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| **Name of environment/area:** | | | | | | | |
| **Risk identified** | **Actions required to minimise the risk** | | | | **Who is responsible?** | | **Completion date?** |
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| **Name of environment/area:** | | | | | | | |
| **Risk identified** | **Actions required to minimise the risk** | | | | **Who is responsible?** | | **Completion date?** |
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| This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):   * 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 off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, incursions).   I have been consulted in the development of this Individual Anaphylaxis Management Plan.  I consent to the risk minimisation strategies proposed.  Risk minimisation strategies are available at Chapter 8 - Prevention Strategies of the Anaphylaxis Guidelines | |
| Signature of parent: |  |
| Date: |  |
| I have consulted the Parents of the students and the relevant School Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan. | |
| Signature of Principal (or nominee): |  |
| Date: |  |

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