

ANAPHYLAXIS MANAGEMENT POLICY

RATIONALE

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 as 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 and items are kept away from the student while at school.

Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis. Knowledge of at risk students, their allergies and rapid location of EpiPen® is therefore paramount to providing a safe environment.

This policy includes matters set out in Ministerial Order 90 – Anaphylaxis Management in Schools and the Anaphylaxis Guidelines for Victorian Government Schools
www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/Anaphylaxis_guidelines-v1.01b.pdf

PURPOSE

University High School is committed to support the safety and well being of students who are at risk of anaphylaxis. The school aims to minimise the risk of anaphylaxis occurring, and is committed to:

- 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 school'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 school's policy and procedures in responding to an anaphylactic reaction.

GUIDELINES

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 diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions.
- 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.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - includes an up to date photograph of the student.

The student's Individual Management Plan will be reviewed, in consultation with the student's parents/ carers:

- annually, and as applicable,
- if the student's condition changes, or
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan).
- inform the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.

COMMUNICATION PLAN

The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management 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 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 Assistant Principal/ Daily Organiser.

All staff 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

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 who are 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.

The principal will identify the school staff to be trained based on a risk assessment. (In many schools this will mean that the majority or all staff will need to be trained)

Training will be provided to these 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 students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

REVIEW

Annually by the Wellbeing Committee

REFERENCES

Anaphylaxis Guideline: A resource for managing severe allergies in Victorian government schools (Kit)

DVD on Anaphylaxis: available at UHS on ClickView, in Professional Development section

University High School

Department of Allergy, Royal Children's Hospital, Parkville, 3052 www.rch.org.au

ASCIS Guidelines for Prevention of Food Anaphylactic Reactions in Schools www.allergy.org.au

Appendix 1

ASCIA Action Plan

Proforma available at:

<http://www.allergy.org.au/content/view/10/3/#r1>

Appendix 2

PREVENTION STRATEGIES

Within the school

- A copy of the student's ASCIA Action Plan is displayed in the general office, sub-school office, sick bay and main staff room
- The sick bay contains emergency EpiPens® which are labelled for use by the appropriate students. It also includes a copy of the emergency procedure and each child's ASCIA Action Plan.
- The General Office contains a generic EpiPen® which is labelled Generic for emergency use. It also includes a copy of the emergency procedure and each child's ASCIA Action Plan.
- Liaise with parents/carers about food related activities ahead of time.
- Never give food from outside sources to a student who is at risk of anaphylaxis.
- Be aware of the possibility of hidden allergens in any classroom cooking activities, science and art classes (e.g. egg, milk cartons and cereal boxes).
- Make sure that canteen area tables and surfaces are wiped down regularly.
- Assistant Principal/ Daily Organiser will inform casual relief teachers of students at risk of anaphylaxis, preventive strategies in place and the school's emergency procedures. Provide casual relief teachers with a procedure sheet.
- Volunteers who work with children at risk of an anaphylaxis will be briefed about preventative strategies in place and the school's emergency procedures.

Yard

- If the school has a student who is at risk of anaphylaxis, sufficient staff on yard duty must be trained in the administration of the EpiPen® to be able to respond quickly if needed.

Out-of-school settings

Excursions

- The student's signed out EpiPen®, ASCIA Action Plan and a mobile phone must be taken on all excursions.
- A staff member who has been trained in the recognition of anaphylaxis and the administration of the EpiPen® must accompany the student on excursions.
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.
- The school should consult parents/carers in advance to discuss issues that may arise, eg, to develop an alternative food menu or request the parent/carer to send a meal (if required).

Camps and remote settings

- A risk management strategy for students at risk of anaphylaxis for school camps will be developed in consultation with the student's parents/carers.
- Camps must be advised in advance of any students with food allergies.
- Camps must be checked for mobile phone coverage.
- Staff will liaise with parents/carers to develop alternative menus or allow students to bring their own meals.
- Use of other substances containing allergens should be avoided where possible.
- The student's signed out EpiPen®, ASCIA Action Plan and a mobile phone must be taken on camp.
- Staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen® must accompany the student on camp. All staff present need to be aware if there is a student at risk of anaphylaxis.
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.
- Be aware of the local emergency services and know how to access them.
- The EpiPen® should remain close to the student (and other students if appropriate) and staff must be aware of its location at all times.
- A backup EpiPen® will be available in the first aid kit.

- Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
- Cooking and art and craft activities should not involve the use of known allergens. Consider the potential exposure to allergens when consuming food on buses and in cabins.

Appendix 3

ROLES AND RESPONSIBILITIES

The role and responsibilities of the Principal

The Principal has overall responsibility for implementing the school's Anaphylaxis Management Policy. The Principal should:

- 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.
- Request that parents provide an ASCIA Action Plan (Appendix 1) that has been signed by the student's medical practitioner and has an up to date photograph of the student. Obtain parental consent to display photo.
- Ensure that parents provide the student's EpiPen® and that it is not out of date.
- Ensure that staff are informed and trained 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 policies.
- 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.
- Liaise with the Anaphylaxis Coordinator.
- Allocate time, 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 policies and their implementation.
- Review Student's Management Plan (Appendix 1A) annually with parents/carers, or whenever circumstances change.

The role and responsibilities of Anaphylaxis Coordinator

The Anaphylaxis Coordinator has a lead role in supporting the Principal and teachers to implement prevention and management strategies for the school. The Anaphylaxis Coordinator should:

- Liaise with the Principal
- Maintain an up to date register of students at risk of anaphylaxis.
- Display all ASCIA Action Plans (Appendix 1) in sub-schools, general office, sick bay and main staff room.
- Provide information to all staff so that they are aware of the students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures.
- Maintain an up to date register, including checks of EpiPens® (not cloudy) at the start of each term and their expiry dates.
- Arrange annual training and a briefing each semester and record the dates and participants.
- Replace the generic EpiPen® before it expires.
- Arrange post-incident support to students and staff, if appropriate.
- Raise staff, student and community awareness of severe allergies

The role and responsibilities of all school staff

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. The Staff should:

- Know the identity of students who are at risk of anaphylaxis.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Be trained in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Know the school's first aid emergency procedures and what their role is in responding to an anaphylactic reaction.
- Raise student awareness about severe allergies and foster a school environment that is safe and supportive for students at risk of anaphylaxis.

The role and responsibilities of parents/carers of a student at risk of anaphylaxis

The Parents/Carers should:

- 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. Inform school staff of all relevant information and concerns relating to the health of the student.
- Contact the Head of Sub-School to develop the student's 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.
- Provide the camp coordinator with an additional EpiPen® when their child goes on School Camp.
- 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 Anaphylaxis Management Plan, e.g. when there is a change to the student's condition or at an annual review.

Appendix 4: EMERGENCY PROCEDURES

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face eyes
- Hives or welts
- Abdominal pain, vomiting

ACTION

- Stay with the child and call for help from the school nurse sick bay via general office
- Follow instructions of the school nurse
- Give medications as prescribed
- Locate EpiPen®

- Contact parent/carer

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and /or hoarse throat
- Wheeze or persistent cough
- Loss of consciousness and/ or collapse
- Pale and floppy (young children)

ACTION

In the case of an anaphylactic reaction in the classroom:

- Classroom teacher stays' with child to reassure him/her
- Classroom teacher alerts Office (ring) or sends another student to Sick bay/General Office to get EpiPen® and individual child's ASCIA Plan
- Follow individual child's ASCIA Plan
- Ring 000 immediately
- Parents notified by office/sub-school
- Principal (or next in charge) notified

In the case of an anaphylactic reaction in the schoolyard:

- First teacher to the scene stays with child
- Teacher contacts SickBay/ General office for EpiPen® (via other Yard duty teacher or student) and individual child's ASCIA Plan
- Follow individual child's ASCIA Plan
- Call 000 immediately
- Parents notified by General Office/ sub-school
- Principal (or next in charge) notified