

BEECHWORTH PRIMARY SCHOOL



No. 1560

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Beechworth Primary School

Anaphylaxis Policy

PURPOSE

To explain to Beechworth 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 Beechworth 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

Beechworth 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 a known or unknown 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 any of the above and/or:

- 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 auto-injector for use in an emergency. These adrenaline auto-injectors are designed so that anyone can use them in an emergency.

RESPONSIBILITIES

Individual Anaphylaxis Management Plans

All students at Beechworth 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 of Beechworth 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 Beechworth 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 auto-injector 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.

Location of plans and adrenaline auto-injectors

Depending on the age of the students in the school community who are at risk of anaphylaxis, the severity of their allergies and the content of their plan, some students may keep their adrenaline auto-injector on their person, rather than in a designated location. This decision will be based on discussion between the parent/carers and the First Aid officer, using the age and maturity of the student and medical advice as a guide for this decision.

Location of Auto-injectors:

- When students will not keep their adrenaline auto-injectors on their person:

Adrenaline auto-injectors must be labelled with the student's name. The auto-injector will be stored in the Admin Office in the draw labelled EPIPEN HERE out of student reach but in an unlocked cupboard. A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis together with the student's adrenaline auto-injector.

- When students will keep their adrenaline auto-injectors on their person:

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at in the student's classroom, the Staffroom and the First Aid Room. Students are encouraged to keep their adrenaline auto-injectors on their person. Adrenaline auto-injectors for general use are available in the Admin Office and are labelled "general use".

- The designated first aid officer is responsible for checking the expiry dates of the auto adrenaline injecting devices and will notifying parents prior to expiry; each student's action plan is updated annually by the student's medical practitioner.

Location of Plans:

- Copies of all plans are stored in all staff first aid kits, the Staffroom, the student's home classroom, and the Admin Office.

Adrenaline auto-injectors for general use

Beechworth Primary School will maintain a supply of 1 adrenaline auto-injectors 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 a zipper Toiletry Bag, in the Admin Office 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 Beechworth Primary School 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.

PROCEDURES

Risk Minimisation

Beechworth Primary School is committed to implementing the following strategies to minimise risk to students known and unknown to anaphylaxis.

1. Staff and students are regularly reminded to wash their hands after eating;
2. Students are discouraged from sharing food

3. Common garbage disposal bins at school are to remain covered with lids to reduce the risk of attracting insects
4. Gloves must be worn or apparatus used when picking up papers or rubbish in the playground;
5. Year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
6. A general use EpiPen will be stored at the office for ease of access.
7. Keep a copy of the student's Individual Anaphylaxis Management Plan in the classroom. Be sure the ASCIA Action Plan for Anaphylaxis is easily accessible even if the adrenaline auto-injector is kept in another location.
8. Liaise with parents about food-related activities well ahead of time.
9. Products labelled 'may contain traces of nuts' will not be served to students allergic to nuts. Products labelled 'may contain milk or egg' will not be served to students with milk or egg allergy and so forth.
10. If a school has a student who is at risk of anaphylaxis, sufficient school staff on yard duty will be trained in the administration of the adrenaline auto-injector (i.e. EpiPen®) and be able to respond quickly to an allergic reaction if needed.
11. Beechworth Primary School has an emergency response procedure in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard. This includes all yard duty staff carrying emergency cards in yard-duty bags, walkie talkies or yard-duty mobile phones. All staff on yard duty must be aware of the school's emergency response procedures, identify students at risk and how to notify the general office/first aid team of an anaphylactic reaction in the yard.
12. All school staff members present during a field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and have current anaphylaxis training.
13. Students at risk of anaphylaxis will bring their own adrenaline auto-injector with them to events outside their own school.
14. Prior to engaging a camp owner/operator's services the school will make enquiries as to whether the operator can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation in writing to the school, then the school will consider using an alternative service provider.
15. Beechworth Primary School will, as part of the risk assessment for a camp process, conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This will be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.
16. Prior to the camp or excursion off school premises taking place, school staff will consult with the student's parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp or excursion.
17. When attending an overnight (or longer) camp take an adrenaline auto-injector as part of the first aid kit for general use on a school camp (even if there is no student who is identified as being at risk of anaphylaxis) as a back-up device in the event of an emergency.

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 First Aid Officer, Cheryl Norman and stored in the First Aid Room.

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 auto-injectors, 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 auto-injector or the school's general use auto-injector, and the student's Individual Anaphylaxis Management Plan, stored at with EpiPen® 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.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <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
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 auto-injectors 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.

[Note: If in doubt, it is better to use an adrenaline auto-injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Staff training and Briefing

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

When a new student enrolls at Beechworth Primary School 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.

- All staff will attend twice yearly briefings for Anaphylaxis on the school policy, procedure in managing anaphylaxis students and the emergency response and whenever a student has a reaction or confirmed diagnosis.
- All teachers and other school staff are required to have up-to-date training in an anaphylaxis management training course. This training is undertaken bi-annually.
- School staff must complete the following anaphylaxis training to meet the requirements of MO706 and record the dates that training has occurred:

Completed by	Course	Provider	Cost	Valid for	Date Trained

All school staff	ASCIA <i>Anaphylaxis e-training for Victorian Schools</i> followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	Free to all schools	2 years	
AND 2 staff per school (School Anaphylaxis Supervisor)	<i>Course in Verifying the Correct Use of Adrenaline Auto-injector Devices 22303VIC</i>	Asthma Foundation	Free from the Asthma Foundation (for government schools)	3 years	

Communication Plan

This policy will be available on Beechworth Primary School's website so that parents and other members of the school community can easily access information about Beechworth Primary School's anaphylaxis management procedures.

The parents and carers of students who are enrolled at Beechworth Primary School 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, and volunteers are aware of this policy and Beechworth Primary School's procedures for anaphylaxis management.

1. Classroom including specialists,
 - Every teacher will receive individual anaphylactic management plans (including photographs) for all anaphylactic children in their grade level. If the child goes to different maths groups or literacy groups (or specialists) this allows for all staff to be aware of potential hazards.
 - Individual management plans will be placed in all classroom rolls and displayed in all specialist rooms. Specialists will have the names of all children who have Anaphylaxis.
 - Information will be provided to students in the classroom as to the identity of students with anaphylaxis, prevention of incidents of reaction advice and strategies to assist or help.

2. Casual Relief Teachers
 - Photocopies of anaphylaxis management plans are placed in the CRT folder.
 - The area coordinator will draw attention to any child who is at risk of anaphylaxis.
 - Specialist teachers have a booklet with the names of all anaphylactic children.

3. Minimising exposure
 - Children are expected to eat their play lunch and lunch in a designated area or be supervised.
 - In an attempt to minimise exposure, all children will be instructed not to share food, this will help minimise contamination.
 - There will be regular communication with parents via the newsletter and notes sent home reminding them that they must inform the school of any allergies or anaphylaxis reaction that exist in their child. Parents will also be informed of students at risk within the school.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

Related school policies

- Nut and Food Allergy Awareness Policy
- Camps and Excursions Policy
- Medicine Policy
- First Aid Policy
- Asthma Policy

REVIEW CYCLE AND EVALUATION

This policy was last updated: **February 2021**

Scheduled for review in **February 2022**

Presented to School Council: **24 February 2021**

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.