



Oatlands Primary School

ANAPHYLAXIS MANAGEMENT POLICY

PURPOSE

To explain to Oatlands 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 Oatlands 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

Oatlands 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, 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 medications.

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 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 (EpiPen) for use in an emergency.

Individual Anaphylaxis Management Plans

All students at Oatlands 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 the first aid officer 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 OPS and where possible, before the student's first day.

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

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 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 photo of the student
- 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

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 behind the door in a red vertical cascading folder, together with the student's Adrenaline auto injector. Adrenaline auto injectors must be labelled with the student's name.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan and will also be available in the classroom, staffroom, library, kitchen, canteen, music room, PE office, art room and language rooms.

A back-up generic adult and junior Adrenaline auto injector will be kept in the Office and Kitchen.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at school, we have put in place the following strategies:

General Classroom

- staff and students are regularly reminded to wash their hands after eating
- students are discouraged from sharing food
- photos of the students at risk of anaphylaxis are displayed in the classroom, staffroom, library, kitchen, canteen, music room, PE office, art room and language rooms, and yard duty *bum bags*
- food rewards will be discouraged and non-food rewards encouraged
- students at risk of food anaphylaxis should eat food that is supplied by their parents or food that is agreed to by parents prior to a given event
- if required, a clearly labelled *treat box* may be supplied by parents and located in child's classroom
- parents of anaphylactic/allergic child are to be given advance warning of class parties and birthday celebrations
- a notice will be sent home to all parents at the beginning of the school year discouraging specific food products.

Cooking in the kitchen

- parents complete a *Kids in the Kitchen form annually*. This form details any food allergies and intolerances. Information is documented and available to all teaching staff
- photos of the students at risk of anaphylaxis are displayed in the kitchen
- if required, parents will be involved in discussion prior to cooking sessions and activities using food
- students are reminded not share food they have cooked with others at school.

Students picking up papers and outside garbage bins

- students at risk of food or insect sting anaphylaxis will be excused from this duty
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects.

Specialist Art classes

- containers used by students at risk of anaphylaxis do not contain allergens such as egg white or yolk on an egg carton
- activities such as face painting or mask making (when moulded on the face of the child), will be discussed with parents prior to the event regarding products that may contain food allergens such as peanut, tree nut, milk or egg.

Canteen

- the Canteen manager will be provided with a copy of the *Kids in the Kitchen* form information. This assists when making decisions about the Canteen Menu
- photos of the students at risk of anaphylaxis are displayed in the canteen
- Canteen manager, staff and volunteer parents educated on food handling procedures and the risk of cross contamination of foods said to be 'safe'.

Excursions, Camps and Sports Carnivals

- teachers organising/attending excursion or sporting event will plan an emergency response procedure prior to the event. This will outline the roles and responsibilities of teachers attending, if an anaphylactic reaction occurs
- ensure that all teachers are aware of the location of the student's Adrenaline auto injector.

Adult and junior Adrenaline auto injectors for general use

Oatlands Primary School will purchase Adult and Junior Adrenaline auto injectors for general use as a back up to those supplied by Parents or Carers. The Principal/First Aid Officer will determine the number of additional Adrenaline auto injectors required. In doing so, the following will be taken into consideration:

- number of students enrolled at Oatlands Primary School at risk of anaphylaxis
- the accessibility of Adrenaline auto injectors supplied by parents
- the availability of a sufficient supply of Adrenaline auto injector 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, the student's Individual Anaphylaxis Management Plan and ASCIA Action Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by Leonie Simons and stored in the First Aid Room behind the door. 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, ASCIA Action Plans and Adrenaline auto injector, 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 Adrenaline auto injector, and the student’s Individual Anaphylaxis Management Plan, stored behind the door in the First Aid Room • 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 Adrenaline auto injector or Adrenaline auto injector Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the Adrenaline auto injector 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 Adrenaline auto injector • Note the time the Adrenaline auto injector is administered • Retain the used Adrenaline auto injector 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.

Communication Plan

Communication about Anaphylaxis Management is vital and will be available to staff, parents, volunteers, casual staff and the local community through:

- The Anaphylaxis Management Policy is available from the front office
- Photos of the students at risk of anaphylaxis are displayed in the classroom, staffroom, library, kitchen, canteen, music room, PE office, art room and language rooms and yard duty bum bags
- ASCIA Action Plans and the individual Management Plans are provided to the classroom teacher

Anaphylaxis Management Policy

- Each grade's CRT booklet and list of class splits will name the students at risk of allergies and anaphylaxis
- Prevention & Minimisation Strategies are attached to the Individual Management plan.

Staff Training

Staff at Oatlands Primary School will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years
- OPS uses the following training course: First Aid Management of Anaphylaxis, 22300VIC.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year.

The briefing will address:

- 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 auto injector
- the school's general first aid and emergency response procedures
- the location of, and access to Adrenaline auto injectors that have been provided by parents or purchased by the school for general use.

Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Evaluation:

Date reviewed and approved by School Council	November 2021
Due date for next review by School Council	November 2023