

# HAMLYN BANKS PRIMARY SCHOOL POLICY

## ANAPHYLAXIS MANAGEMENT POLICY

### Aim

1. 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.
2. To raise awareness about anaphylaxis, and the school's anaphylaxis management policy in the school community.
3. To engage with parents / carers of students at risk of anaphylaxis in assessing risks, developing risk minimization strategies and management strategies for the student.
4. To ensure that each staff member, both teaching and non teaching, has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

### Guidelines

1. 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.
2. 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.
3. Partnerships between school and parents / carers are important in ensuring that certain foods or items are kept away from the student while at school.
4. Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

### Implementation

#### **1. Individual Anaphylaxis Management Plans.**

(A template of an individual anaphylaxis management plan can be found on page 18 of the Anaphylaxis Guidelines for Victorian Government Schools or the Department's website: <http://sofweb.vic.gov.au/wellbeing/support/anaphyl.htm>).

- The principal will ensure that an individual anaphylaxis management plan is developed, in consultation with the student's parents / carers, 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 the first day of school.

#### **The individual 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 minimize 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 (appendix 2 pp 21-23 of the Anaphylaxis Guidelines for Victorian Government Schools contains advice about a range of prevention strategies that can be put in place).
- The name of the persons 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 sets out the emergency procedures to be taken in the event of an allergic reaction. This will be signed by a medical practitioner who was treating the child on the date the practitioner signs the procedures plan. This plan must include a photograph of the student. (The red and blue ASCIA Action Plan is the most common form of emergency procedures plan that is provided by medical practitioners to parents / carers when a child is diagnosed as being at risk of anaphylaxis. An example can be found on page 20 of the Anaphylaxis Guidelines for Victorian Government Schools or the Department's website: <http://sofweb.vic.gov.au/wellbeing/support/anaphyl.htm>).

**The Student Individual Management Plan will be reviewed, in consultation with the parents / carers:**

- Annually and as applicable.
- If the student's condition alters.
- Immediately after a student has an anaphylactic reaction at school.

**It is the responsibility of the parent / carer to:**

- Provide the emergency procedures plan (ASCIA Action Plan).
- Inform the school if their child's medical condition changes, and if relevant provide an up dated emergency procedure plan (ASCIA Action Plan).
- Ensure the school has a current epipen

## **2. Communication Plan.**

(Page 15 of the Anaphylaxis Guidelines of Victorian Government Schools has advice about strategies to raise staff and student awareness, working with parents / carers and engaging the broader school community).

- The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents / carers 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 working with students at risk of anaphylaxis will be informed of the names of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the Principal.

At the commencement of each semester all staff will be briefed by a staff member with 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 the auto adrenaline injecting device.
- The school's first aid and emergency response procedures.

## **3. 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 at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.
- Names of all students who have an anaphylaxis plan will be added to the School's 'Special Needs' List to be shared at the first staff meeting of the school year.
- Anaphylaxis Management Plans will be displayed in the staff room, First Aid room and in Yard Duty Folders.
- Class teachers will advise other parents in the child's class via the class bulletin, encouraging them to avoid sending allergens.

- At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special 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. (A risk assessment tool can be downloaded from <http://sofweb.vic.gov.au/wellbeing/support/anaphyl.htm>).
- Training will be provided to these staff as soon as practicable after the student enrolls.
- Where ever 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 / carers.
- The school's first aid procedures and student emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.
- An office staff member will be responsible for checking all epipens on the first day of each term to ensure they are not expired.

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