



## **ANAPHYLAXIS MANAGEMENT POLICY**

### **GUIDELINES**

Camelot Rise Primary School will fully comply with Ministerial Order 706 and the associated anaphylaxis management guidelines published and amended by DET. It is the school's responsibility to develop and maintain an Anaphylaxis Management Plan.

### **BACKGROUND**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged student 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 at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between school and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline given through an auto injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

### **PURPOSE**

- 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.

### **IMPLEMENTATION**

#### **INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS**

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 plan will be located in the First Aid room and with their medication in classrooms.

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, and
- When the student is to participate in an off-site activity such as a camp or excursion, or at special school organised events (eg. Class parties, cultural days, fetes, incursions etc.)

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.
- Provide an in-date auto injector.

### PREVENTION STRATEGIES

The following risk minimisation strategies will be used within classrooms, the school yard and special school-based events:

- All school staff must complete online training <https://etrainingvic.allergy.org.au>, this should
- All school-based staff must be trained in the recognition administration of an Adrenaline Auto-injector to be able to respond quickly to an anaphylactic reaction if required.
- Liaise with parents about food-related activities ahead of time.
- Use non-food treats if possible, if food treats are used either the parent of the anaphylactic child will be notified or a suitable alternative provided.

- All food brought to school to share must have ingredients list attached (or the food is not shared) See Food Policy eg. birthday treats,
- Student will be strongly discouraged from sharing food.
- Casual relief teachers, specialist teachers and volunteers will be notified of the names of students at risk of anaphylaxis via the classroom 'CRT Information Book'.
- Lawn and clover will be mowed and outdoor bins covered/closed.
- Photos of students at risk of anaphylaxis will be kept in yard duty folders.

In addition to the above, the following preventative measures will be in place during activities involving out-of-school settings (Excursions, camps, overseas etc.):

- Risk assessment will be undertaken for each student attending at risk of anaphylaxis.
- The Individual Anaphylaxis Management Plan and Adrenaline Autoinjector will be easily accessible for all staff and maintained by the appointed First Aid person.
- All staff should be made aware of students at risk of anaphylaxis attending the out-of-school activity.
- Specific planning will be undertaken regarding students with anaphylaxis eg. Alternative food if necessary, specific camp food planning, sourcing safe food etc.
- Ensure accommodation and/or venue provider has clear emergency response procedures.
- School staff should be aware of all local emergency services and hospitals, and should be contacted prior to the camp (if deemed necessary dependent upon assessed risk) to advise of medical conditions and camp location.
- If anaphylactic student is attending an overseas camp/trip parents will be involved in risk assessment discussions well in advance and if a local/domestic camp, parents will be invited to be part of the risk assessment process.

#### **Limits on nut and peanut products:**

- Camelot Rise Primary School will be a 'nut aware' school.
- Foods which are discouraged include nuts or products including, but not limited to, Nutella, peanut butter, fruit and nut bars, or other products containing nuts in the ingredients. This does not include foods that contain the warning "may contain traces of nuts".
- Despite all reasonable efforts to restrict nuts and nut products at school, exposure to nuts or nut products may still occur and parents, staff and at-risk students must always remain vigilant to avoid exposure to unsafe foods.

#### **Adrenaline Auto injectors for General Use:**

- The Principal will purchase an Adrenaline Auto injector for general use as a back up to those provided by parents, for every 10 students who have been diagnosed as being at risk of anaphylaxis.
- The above will be stored in the school First Aid room and/or with first aid equipment when off school grounds.

The Principal will complete an annual anaphylaxis Risk Management Checklist to monitor their compliance with the Order, Anaphylaxis Guidelines and legal obligations.

#### **SCHOOL MANAGEMENT AND EMERGENCY RESPONSE**

The following procedure will be carried out by staff in the event of an anaphylactic response within a classroom:

- identify the student

- call office for auto injector and individual anaphylactic management plan to be brought to classroom (if not already done so)
- if possible get assistance from a classroom teacher next door / in the unit as help is sought from the office.
- contact the office for assistance -
  - use the telephone
  - or
  - send 2 student to the office with the red 'Anaphylactic Incident' card located with the auto injector
- initiate the emergency response management as per the individual anaphylactic management plan
- do not move the student unless instructed to
- the office will;
  - call 000 for instruction
  - notify relevant staff to provide support
  - Communicate with the parents/guardians

The following procedure will be carried out by staff in the event of an anaphylactic response during recess and lunch times:

- identify the student
- contact the office for assistance - remove the red 'Anaphylactic Incident' card from the inside of the Yard Duty vest and send 2 student to the office
- locate the students individual anaphylactic management plan from the First Aid Room and take the school auto injector to the student
- Initiate the emergency response management as per the individual anaphylactic management plan
- Do not move the student unless instructed to
- The office will;
  - call 000 for instruction
  - notify relevant staff to provide support
  - Communicate with the parents/guardians

The following procedure will be carried out by staff in the event of an anaphylactic response during activities involving out-of-school settings (Excursions, camps, overseas etc.):

- the school will identify students with anaphylaxis attending the excursions/sports/camp
- the school will inform the excursions/sports/camp of any students with anaphylaxis to ensure that appropriate arrangements (including meals) are made
- when referencing school camps, the parents will be fully informed of the remoteness of the camp, distance to nearest hospital, and the mobile telephone coverage so they can make an informed decision on the students participation
- School staff will be informed of all local emergency services (Via camp booklet)
- the students auto injector and individual anaphylactic management plan will remain in close proximity of the student at all times
- in the event of an anaphylactic episode, the supervising teacher
  - identify the student
  - call 000 for instruction
  - locate the students individual anaphylactic management plan

- initiate the emergency response management as per the individual anaphylactic management plan
- in the event that an anaphylactic episode takes place at another school or establishment, their first aid assistance should be sought

### 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. (See attachment A).

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 about students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care when signing in for the day.

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 auto adrenaline injecting device
- the school's first aid and emergency response procedures

### STAFF TRAINING

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.

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. The aim will be to have all staff training in anaphylaxis management.

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 student's emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

### **EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle.

## **CERTIFICATION**

This policy was endorsed by School Council at the meeting held on ... September 2018

Signed.....  
Principal

Signed.....  
School Council President

### [Attachment A: Anaphylaxis Communication Plan](#)

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The school's Anaphylaxis policy is to be published on the school's website.  
The response plan is attached to this document.

#### **Location of Autoinjectors**

Parents need to supply current autoinjectors. The students' autoinjectors are kept in the First Aid Room in Unit A. The school's spare autoinjector is located in the First Aid Room.

#### **Identification of anaphylactic students**

The name and photograph of each student who has anaphylaxis will be displayed in the following locations:

- Staff Room
- In the classroom roll
- In Emergency Folders located in:
  - Sick Bay
  - School Office

#### **Replacement/ CRT /Volunteer Staff**

CRT staff are given an information folder about the class they are teaching. Information regarding the identity of any students with anaphylaxis is included in the pack. A brochure showing how to administer an autoinjector is also included.

#### **Post incident action**

- Debriefing meeting with staff involved and affected
- Discussion with parents regarding incident prevention
- Review individual management plan
- Implement updated risk prevention strategies.

Attachment B:  
Annual Risk Management Checklist

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## Annual Risk Management Checklist

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School Name:	
Date of Review:	
Who completed this checklist?	Name:
	Position:
Review given to:	Name
	Position
Comments:	
<b>General Information</b>	
1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an Adrenaline Autoinjector?	
2. How many of these students carry their Adrenaline Autoinjector on their person?	

3. Have any students ever had an allergic reaction requiring medical intervention at school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many times?	
4. Have any students ever had an Anaphylactic Reaction at school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many students?	
b. If Yes, how many times	
5. Has a staff member been required to administer an Adrenaline Autoinjector to a student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many times?	
6. Was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 1: Individual Anaphylaxis Management Plans

7. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an Adrenaline Autoinjector have an Individual Anaphylaxis Management Plan and ASCIA Action Plan completed and signed by a prescribed Medical Practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are all Individual Anaphylaxis Management Plans reviewed regularly with Parents (at least annually)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In canteens or during lunch or snack times	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after School, in the school yard and during breaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. For excursions and camps	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Do all students who carry an Adrenaline Autoinjector on their person have a copy of their ASCIA Action Plan kept at the School (provided by the Parent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Where are they kept?	
11. Does the ASCIA Action Plan include a recent photo of the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 2: Storage and Accessibility of Adrenaline Autoinjectors

12. Where are the student(s) Adrenaline Autoinjectors stored?	
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13. Do all School Staff know where the School's Adrenaline Autoinjectors for General Use are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are the Adrenaline Autoinjectors stored at room temperature (not refrigerated)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is the storage safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Is the storage unlocked and accessible to School Staff at all times? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Are the Adrenaline Autoinjectors easy to find? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Is a copy of student's Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) kept together with the student's Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Are the Adrenaline Autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student's names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Has someone been designated to check the Adrenaline Autoinjector expiry dates on a regular basis? Who? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Are there Adrenaline Autoinjectors which are currently in the possession of the School and which have expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Has the School signed up to EpiClub or ANA-alert (optional free reminder services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Do all School Staff know where the Adrenaline Autoinjectors and the Individual Anaphylaxis Management Plans are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Has the School purchased Adrenaline Autoinjector(s) for General Use, and have they been placed in the School's first aid kit(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Where are these first aid kits located?	
26. Is the Adrenaline Autoinjector for General Use clearly labelled as the 'General Use' Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Is there a register for signing Adrenaline Autoinjectors in and out when taken for excursions, camps etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SECTION 3: Prevention Strategies</b>	
28. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No

29. Have you implemented any of the prevention strategies in the Anaphylaxis Guidelines? If not record why?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Have all School Staff who conduct classes with students with a medical condition that relates to allergy and the potential for anaphylactic reaction successfully completed an Anaphylaxis Management Training Course in the three years prior and participated in a twice yearly briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Are there always sufficient School Staff members on yard duty who have successfully completed an Anaphylaxis Management Training Course in the three years prior?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SECTION 4: School Management and Emergency Response</b>	
32. Does the School have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
33. Do School Staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. Have you developed Emergency Response Procedures for when an allergic reaction occurs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. In the class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In the school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. In all School buildings and sites, including gymnasiums and halls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. At school camps and excursions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. On special event days (such as sports days) conducted, organised or attended by the School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35. Does your plan include who will call the Ambulance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
36. Is there a designated person who will be sent to collect the student's Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37. Have you checked how long it will take to get to the Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) to a student from various areas of the School including:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. The class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The sports field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38. On excursions or other out of school events is there a plan for who is responsible for ensuring the Adrenaline Autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the Adrenaline Autoinjector for General Use are correctly stored and available for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. Who will make these arrangements during excursions? .....	
40. Who will make these arrangements during camps? .....	

41. Who will make these arrangements during sporting activities? .....	
42. Is there a process for post incident support in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. Have all School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for an anaphylactic reaction and any other staff identified by the Principal, been briefed on:	
a. The School's Anaphylaxis Management Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The causes, symptoms and treatment of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The identities of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction, and who are prescribed an Adrenaline Autoinjector, including where their medication is located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. How to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The School's general first aid and emergency response procedures for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Where the Adrenaline Autoinjector(s) for General Use is kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Where the Adrenaline Autoinjectors for individual students are located including if they carry it on their person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SECTION 4: Communication Plan</b>	
44. Is there a Communication Plan in place to provide information about anaphylaxis and the School's policies?	
a. To School Staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. To students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. To Parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. To volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. To casual relief staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
45. Is there a process for distributing this information to the relevant School Staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. What is it?	
46. How is this information kept up to date?	
47. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No

48. What are they?	
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