

Anaphylaxis Management Policy

Please note this policy is mandatory and staff are required to adhere to the content

Summary

Table 1 - Document details

Publication date	February 2023
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Related legislation/applicable section of legislation	Ministerial Order 706
Related policies, procedures, guidelines, standards, frameworks	Ministerial Order 706 Children's Services Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic) Education and Training Reform Regulations 2007 (Vic) Common law duty of care
Approved by	Principal
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Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9755 4555.

1. PURPOSE

To explain to Rowville Secondary College parents, carers, staff, identified volunteers, 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 Rowville Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

2. SCOPE

This policy applies to:

- all staff, including casual relief staff
- identified volunteers, such as those who have a supervisory role such as attending camps
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

For the purpose of this policy, the aims for the management of anaphylaxis within the College are:

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 minimisation strategies and management strategies for the student.
4. 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.

3. POLICY

School Statement

Rowville Secondary College 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 an 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:

- 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.

Individual Anaphylaxis Management Plans

All students at Rowville Secondary College 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 Rowville Secondary College 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 Rowville Secondary College and where possible, before the student's first day.

Parents and carers must:

- obtain an Australasian Society of Clinical Immunology and Allergy (ASCI) 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, obtain an updated ASCIA Action Plan for Anaphylaxis and provide a copy of this to the school as soon as practicable
- 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 that has not expired for the student
- 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 Plans

A student's Individual Anaphylaxis 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 at the Health Office, together with the student's adrenaline auto injector. Adrenaline auto injectors must be labelled with the student's name. A student (if parent/guardian are in agreement) may elect to carry their auto injector with them at all times. General use auto-injectors will be available at the Health Office and are labelled "general use".

Parents/guardians of students who undertake studies at both campuses should ensure that they update the Health Office so that copies of the relevant Individual Anaphylaxis Management Plan are stored at each Health Office. If the student does not carry their auto injector with them at all times, we recommend an auto-injector be stored at both Health Offices.

Risk Minimisation Strategies

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

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn or tongs used when picking up papers or rubbish in the playground;

- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use auto-injector will be stored at the health office for ease of access.

Please see appendix 1 for a detailed form given to parents/guardians to complete, to further reduce risks whilst at school.

Adrenaline auto-injectors for general use

Rowville Secondary College will maintain a supply of adrenaline auto-injector(s) 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 at the Health 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 Rowville Secondary College 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.

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 College nurse/ nominated first aid officer and stored at the Health Office, library and main staff room at each campus. 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 the Health Office • Enact the plan once it is found.

	<ul style="list-style-type: none"> 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 auto-injector <ul style="list-style-type: none"> Remove from plastic container Form a fist around the 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 Auto-injector Note the time the Auto-injector is administered Retain the used 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.

Post Incident Support

A member of the principal team and/or College Nurse will provide support to staff and students following a serious incident.

Communication Plan

This policy will be available on Rowville Secondary College website so that parents and other members of the school community can easily access information about Rowville Secondary College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Rowville Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Daily Organiser is responsible for ensuring that all relevant staff, including casual relief staff and volunteers, are aware of this policy and Rowville Secondary College's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy.

Staff Training

Staff at Rowville Secondary College 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, or
- an approved online anaphylaxis management training course in the last two years.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including School nurse/ appointed first aid officer. Each briefing will address:

- this policy
- 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, including hands on practice with a trainer 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.

When a new student enrolls at Rowville Secondary College 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.

4. FURTHER INFORMATION AND RESOURCES

- DET Policy and Advisory Library:
 - [Anaphylaxis](#)
 - [Anaphylaxis guidelines](#)
 - Appendix A Prevention Strategies
 - Appendix B Anaphylaxis Management Plan
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

5. APPENDICIES

- Appendix A Prevention Strategies
- Appendix B Anaphylaxis Management Plan

Appendix 1

Insert Student Name :

Prevention Strategies for Students at Risk of Anaphylaxis

Parents/Guardians/ Carers (hereafter known as Parent) are to read this document carefully and mark only the boxes relevant to the student with an ✓ where indicated.

Leave any section that is not relevant to the Student blank.

RISK	PREVENTION STRATEGIES	✓
Food	Student at risk of food anaphylaxis will only eat food bought from home, this includes class parties and celebrations.	
Cooking/Food Technology	Engage Parent and/or Student (please circle) in discussion prior to cooking sessions and activities using food. Parent will provide up-to date copy of the student's Anaphylaxis Action Plan to be accessible to staff in Food Technology Office.	
Science Experiments	Engage Parent and/or student (please circle) in discussion prior to experiments containing food.	
Students picking up papers	Students at risk of food or insect sting anaphylaxis will be excused from this duty apart from disposing of own rubbish in bin.	
Music	Parent will direct the student that there should be no sharing of wind instruments (e.g. recorders). Parent will provide the student's own wind instrument (clearly named) and inform the teacher directly.	
Art & Craft	Activities such as mask making (where masks are moulded onto the face) should be discussed with the Parent and/or Student (please circle) prior to the event, as products used may contain traces of food such as peanut, tree nut, milk or egg.	
Canteen	Parent will provide an up-to-date colour copy of the student's ASCIA Anaphylaxis Action Plan with photograph directly to the canteen. Parent of Student will visit canteen to view products available and advise the Student directly what they may/may not purchase.	
Sunscreen/Insect Repel	Parent will provide Student with own sunscreen and / or insect repellent (for insect allergy)	
Incursions	Discussion with Parent and/or Student (please circle) if incursions include any food activities.	
Travel, Excursions, Sports, Carnivals & Swimming Program	Student will carry own Auto-injector and Action Plan for Anaphylaxis from home to the event and Parent will notify teacher in charge. Parent will accompany student to the event to take responsibility of anaphylaxis management.	✓
School Camps	Parent will have face to face meeting with school staff/camp coordinator prior to camp to discuss Anaphylaxis Action Plan. Parent will forward an up-to-date Anaphylaxis Action Plan and one in-date Auto-injector directly to the camp co-ordinator. For some camps, two Auto-injectors are required. Student may carry one of the auto injectors attached to self /in bag for the duration of camp. Parent will communicate directly with Camp facilitator to discuss food options/menu, cross contamination risks and bringing their own food. Parent will provide written confirmation of details agreed upon to both the Camp facilitator and the College Camp Co-Ordinator.	✓
Medical Kits: This section is compulsory. (Ministerial Order 706)	(Student's own) Parent will provide student's ASCIA Anaphylaxis Action Plan which is to clearly list the student's name, confirmed allergen, family emergency contact names and phones numbers. This form must be signed, dated and updated every 12 months by the student's doctor. Parent will provide an up-to-date passport style colour photograph of student. Parent will supply an in-date adrenaline auto-injector which will be accessible to the student at risk and the adults responsible for their care.	✓ ✓

Appendix 2 Anaphylaxis Management Plan Cover Sheet

This form is to be completed by the Principal (or Nominee) and the Parent/Guardian/Carer

School: Rowville Secondary College		Campus (circle): WEST EAST	
Phone: 9755 4555			
Student's Name:			
Date Of Birth:		Year level:	
Severely allergic to:			
Other health conditions:			
Medication at school:			
Parent/Guardian/ Carer Contact details:	Parent/ Guardian/ Carer 1 Information:		Parent/ Guardian/ Carer 2 Information:
	Name:		Name:
	Relationship:		Relationship:
	Home phone:		Home phone:
	Work phone:		Work phone:
	Mobile:		Mobile:
	Address:		Address:
	Email:		Email:
Other Emergency Contact: Relationship:	Name:	Phone:	
Medical Practitioner details: Doctor's name:	Address:	Phone:	
Emergency care to be provided at school: Yes - Follow ASCIA Anaphylaxis Action Plan			
Auto-injector® storage: Health Office (Sick Bay)			
The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on: (insert date of proposed review).			
Signature of Parent:			Date:
Signature of Principal (or nominee): College Nurse:			Date:

