

# ANAPHYLAXIS POLICY

## PURPOSE

To explain to Bellaire 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 Bellaire 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

Bellaire 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 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 autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### Individual Anaphylaxis Management Plans

All students at Bellaire 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 Bellaire 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 Bellaire 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 autoinjector 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.

Bellaire Primary 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 autoinjectors**

A copy of each student's Individual Anaphylaxis Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the Student Medical Form folder in the sick bay.

Student ASICA Action Plan will be:

- Stored with their medical kit.
- In the Student Medical Form folder
- Displayed in the learning units
- Placed in all CRT folders.

Each student's medication kit which includes the auto injector device, is labelled with their name and photo, and is stored in the sick bay.

### **Risk Minimisation Strategies**

To reduce the risk of a student suffering from an anaphylactic reaction at Bellaire Primary School, the following strategies are in place.

- Staff and students are regularly reminded to wash their hands after eating
- Students are discouraged from sharing food
- Classes with at risk students are encouraged to have class discussions
- Parents encouraged to bring non-food treats, or to check with teachers before bringing treats in.
- Students that bring allergen causing foods are encouraged to be mindful of the "at risk" students, and wash hands immediately after eating.

- Wipes are to be provided to classes with at risk students, to ensure students can have another option to hand washing.
- Canteen – Practices in place to ensure cross contamination does not occur. No peanuts or nut products are used in the canteen.
- Notice to be Allergy Aware distributed via newsletter

### Adrenaline autoinjectors for general use

Bellaire Primary School will maintain a supply of adrenaline autoinjector(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 autoinjectors for general use will be stored in the Sick Bay and BER Building and labelled "general use".

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- The number of students enrolled at Bellaire Primary School at risk of anaphylaxis
- The accessibility of adrenaline autoinjectors supplied by parents
- The availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- The limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors 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 our Office Administration team and stored in the Sick Bay and displayed in staff office spaces. 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 autoinjectors, 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"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored in the Staff Office or Sick Bay</li> <li>• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>
2	<ul style="list-style-type: none"> <li>• Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</li> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul>
3	<ul style="list-style-type: none"> <li>• Call an ambulance (000)</li> </ul>
4	<ul style="list-style-type: none"> <li>• 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 autoinjectors are available.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Contact the student's emergency contacts.</li> </ul>

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 autoinjector 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 [Frequently asked questions — Anaphylaxis](#)].

### Communication Plan

This policy will be available on Bellaire Primary School's website so that parents and other members of the school community can easily access information about Bellaire Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Bellaire 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, canteen staff and volunteers are aware of this policy and Bellaire Primary School'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, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

### Training

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

**All staff** will be briefed twice a year about the anaphylaxis management policy and how to use the auto adrenaline injecting device. This briefing will provide information on:

- The causes, symptoms and treatment of anaphylaxis;
- The identities of students diagnosed at risk of anaphylaxis and where their medication is located;
- The need for all staff (including specialists) who conduct classes for children at risk of an anaphylactic reaction to have a copy of the child's management plan;
- The need to keep copies of anaphylaxis management plans in the front of rolls for casual staff;
- The need to keep copies of the anaphylaxis management policy and the communication plan in front of rolls for casual staff;
- How to use the auto adrenaline injecting device, including hands on practice with a trainer adrenaline auto-injecting device; and
- The school's first aid and emergency response procedures.

### Briefing parents about anaphylaxis

At the beginning of the school year, parents will be asked to update or fill out an anaphylaxis management plan, signed by a medical practitioner, if their child is at risk of anaphylaxis. They will also be asked to inform their school if their child's condition changes throughout the year.

- Parents will be notified by the school if they need to supply a new auto adrenaline injecting device due to expiry.
- Parents will be informed if there are students at risk of anaphylaxis in their child's classroom and will be asked to refrain from sending any foods that might exacerbate the condition.

### Briefing students about anaphylaxis

During term one of each year when 'Learning to Learn' takes place in all classrooms, students will be briefed with information about any medical conditions that may affect students in their classroom. This will be done sensitively and outline the procedures that need to be followed to ensure the timely treatment of any symptoms.

A debriefing will take place after an incident occurs to make sure that all students have a clear understanding of what had taken place and to answer any of their questions.

### Staff training

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

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the principal based on a risk assessment.

Staff who are required to undertake training 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.

Bellaire Primary School uses the following training course: Australian Education and Training – (22300VIC Course in First Aid Management of Anaphylaxis)

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including our School's Anaphylaxis Supervisor. 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 autoinjector, including hands on practice with a trainer adrenaline autoinjector
- The school's general first aid and emergency response procedures
- The location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Bellaire 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.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

## FURTHER INFORMATION AND RESOURCES

### Policy and Advisory Library:

- [Anaphylaxis](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

## REVIEW CYCLE AND EVALUATION

This policy was last updated in 2021 and is scheduled for review in [month/year].

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.