



Adopted by College Council  
Date: November 13  
Last review by Principal: Jan 2020

## **ANAPHYLAXIS MANAGEMENT POLICY**

### **Purpose of this policy**

To guide MCC staff and others to manage students at risk of anaphylaxis, and to ensure MCC fulfils legislative requirements.

### **Policy**

The College will comply with Ministerial Order 706 and associated guidelines and updates from VRQA or DET relating to anaphylaxis management.

### **Background and Definition**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Common allergens include: peanuts, eggs, nuts, milk, seafood, wheat, soy, sesame, latex, insect stings, medications. The key to prevention of anaphylaxis in school is the knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Our aim is 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 schooling. This requires communication about allergies, anaphylaxis and the way to respond to an anaphylactic reaction.

### **Individual Anaphylaxis Management Plan**

The Principal will ensure that an Individual Management Plan is developed in consultation with the parent. This plan will include relevant information about the student's condition, strategies that will be used while the student is under the care and supervision of MCC staff. All staff, both teaching and non-teaching are annually trained to respond to anaphylaxis, and all staff are responsible for implementing the strategies. The Individual Management Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school.

Individual anaphylaxis management plans will include the following:

- Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on written diagnosis from a Medical Practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care and 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 procedure plan, provided by the parents, that:
  - is an ASCIA Action Plan
  - 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 implemented and monitored by the College. It will be reviewed, in consultation with the students' parents/carers:

- Annually,
- If the student's condition changes,
- Immediately after a student has an anaphylactic reaction at school,

College staff are to be familiar with their student's individual management plan when a student is to participate in an off-site activity such as camps or excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of the parents to:

- Provide the emergency procedures plan (Australian Society of Clinical Immunology and Allergy, ASCIA Action Plan).
- Inform the College if their child's medical condition changes, and if relevant provide an updated ASCIA Action Plan.
- Provide an up to date photo for the emergency procedure plan when that plan is provided to the school and when it is reviewed.
- Provide the College with an adrenaline Autoinjector (e.g. Epipen®) that is current and not expired for their child.

### **Prevention Strategies**

The Principal puts in place systems which aim to minimise the risk of an anaphylactic reaction occurring by:

- Ensuring staff are briefed on who has anaphylaxis. Staff are regularly reminded by posters of students with at risk of anaphylaxis in the staff common room.
- Ensuring the canteen has photos and details of students at risk of anaphylaxis on display to reduce the likelihood of foods with allergens being sold to students at risk of anaphylaxis.
- Minimizing the use of food-rewards, but still providing alternatives to food rewards where there is a child at risk of anaphylaxis in the class.

### **School Management and Emergency Response**

In the event of an anaphylactic reaction, follow the Anaphylaxis Emergency Procedure shown below in this document. The Anaphylaxis Emergency Procedure includes information about the steps that will be taken to respond to an anaphylaxis reaction by a student in the classroom, in the school grounds, on school excursions, on school camps, and special event days conducted or organised by the school, such as sport days.

All medications are clearly labeled and located in the First Aid Room in the Front Office. On school excursions, camps, and special event days, medications for students at risk of an anaphylactic reaction will be kept with the first aid kit and managed by a staff member, as detailed in the procedure below.

All College Staff will remain accredited (22300VIC Course in First Aid Management of Anaphylaxis) with renewal every 3 years with Anaphylaxis first aid and attend twice yearly update briefings conducted onsite. Any catch up online ASCIA E-training for Victorian schools will be completed and verified by staff that have completed 22303VIC). All staff will be made aware of students at risk of anaphylaxis prior to commencement of the school year with any updates communicated prior to commencement of new student.

### **Adrenaline Autoinjectors for General Use**

The Principal will ensure the purchase and ready availability of adrenaline Autoinjectors for general use. The College will hold a sufficient number of general-use Autoinjectors (e.g. Epipen®) in addition to the adrenaline Autoinjectors supplied by parents allowing adequate numbers to be taken on excursions and adequate numbers to remain at the College.

The Principal will ensure that there are sufficient school-supplied, general-use Autoinjectors for there to be one with every group where there is a diagnosed anaphylactic student traveling on a school excursion, carnival, camp, or other event.

The Principal will put in place procedures to take into account that adrenoline autoinjectors have a limited life, and usually expire within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever comes first.

### **Communication Plan**

The Principal has published this policy on the College website. There is also an Anaphylaxis Communication Process shown below in this document, to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis policy.

### **Staff Training**

All staff, regardless of role have a duty of care for students at risk of anaphylaxis and will have up to date training in an accredited anaphylaxis management course. Training will be provided to all staff. A register of staff training is kept onsite and also available through the external training provider.

The Principal will be responsible for putting in place systems and procedures to ensure that all staff will be briefed once a semester by a staff member who has up to date anaphylaxis management training. This will outline the causes, symptoms and treatment of anaphylaxis, the students at risk and where medication is located and how to use the auto adrenaline injecting device (eg EpiPen®).

Casual Relief teachers of students at risk of anaphylaxis will be informed via a CRT Pack. This will outline the role they have in responding to an anaphylactic reaction.

### **Annual Risk Management Checklist**

The Principal or their delegate will complete an Annual Risk Management Checklist (refer DOC56-02) to monitor the College's obligations.

### **Post Incident Support**

The Wellbeing Officer and/or the Principal/delegate will be available for post incident support. Additional resources may be called on depending on the breadth or severity of the incident.

### **Interim Plan**

Despite the intention and practice of MCC to have all staff, teaching and non-teaching trained in the response to anaphylaxis, the Principal will develop an interim plan and consult with parents if training or a briefing has not occurred as would be expected. The interim plan will take into account the students, their subjects or classes, their likely locations and interactions with known allergens/triggers, and will plan for the elimination of risk of reaction. Training/briefing of staff will occur soon after an interim plan is developed.

## **ANAPHYLAXIS: COMMUNICATION PLAN**

The anaphylaxis communication plan has been established to ensure that all staff, students and parents are aware of Melton Christian College's Anaphylaxis Policy and the procedure in the event that a child has an anaphylactic reaction.

The website accessible version of this policy is always to be the most recently updated version of this policy.

### *Staff*

Staff will notified of the Anaphylaxis Policy as follows:

- The policy will be accessible on the College website
- Staff will be briefed on the policy annually
- Staff will have refresher training in the use of adrenaline Autoinjectors
- Staff will have training/updating/reminder including photographs of the names, year-levels and allergens of MCC anaphylactic students

### *Students*

Students will notified of the Anaphylaxis Policy as follows:

- The policy will be accessible on the College website
- Students will be briefed on the policy annually in assemblies

### *Parents*

Parents will notified of the Anaphylaxis Policy as follows:

- The policy will be accessible on the College website
- A newsletter or other communication reminder to parents of their responsibility to inform the school of any changes in their children's diagnoses, along with a reminder of the College's policy
- Discussion with a staff member, for those with a child at risk of anaphylaxis
- A reminder, or repeated reminders to develop an Individual Anaphylaxis Management Plan.

### *Volunteers*

All volunteers are to be notified by the teacher who has requested the volunteer of any child that may have an anaphylactic reaction.

### *Casual Relief Staff*

Casual Relief teachers of students at risk of anaphylaxis will be informed via a CRT Pack. This will outline the role they have in responding to an anaphylactic reaction.

## **ANAPHYLAXIS EMERGENCY PROCEDURE**

In the event of an anaphylactic reaction, the following emergency response procedures are to be followed, in conjunction with the student's individual management plan:

### *On campus where the student's Autoinjector is with the student*

1. The teacher will assess the situation and if she deems it appropriate she will administer the Autoinjector.
2. The teacher then uses the nearest phone (likely her cellphone) to call emergency response ambulance 000.
3. The teacher should inform or arrange someone to inform the front office (ext 3001 or 3002) that
  - a. Autoinjector has been administered, and the current location of the student
  - b. Ambulance has been called
4. As soon as enough facts are known, front office staff contact parent/guardian

### *On campus when the student's Autoinjector or the general-use Autoinjector is stored at the front office*

1. The teacher should contact the front office (97323001 or 97323002) to have the individual or general use Autoinjector taken to the location. The teacher will inform the front office staff of the child's name and location and proceed to phone 000
2. Front Office staff are to take the Autoinjector to the classroom.
3. The Front Office staff or the teacher assess the situation and if she deems it appropriate will administer the Autoinjector
4. As soon as enough facts are known, front office staff contact parent/guardian

### *Off campus: carnivals, special events, excursions or camps*

1. When a child goes on an excursion their Autoinjector, Individual Ascia Action Plan and general use Autoinjector will be packed along with the First Aid Kits. If the child is of a competent age they may be responsible to carry their own Autoinjector on offsite treks/trips away from the campsite, however a staff member will carry a first aid kit and with it a general use Autoinjector.
2. Teachers are to make sure the Autoinjector and the anaphylactic child are on the same bus/vehicle
3. In the event of an anaphylactic reaction the teacher will assess the situation and if she deems it appropriate will administer the Autoinjector and call emergency services on 000.