



Adopted by College Council

Date: November 13

Last Review: March-2018

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

MCC insists that the parent/guardian of an any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis, provide an individual management plan. 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.

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 students 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 ACSIA 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 College aims 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. 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 College will purchase and keep on hand adrenaline Autoinjectors for general use. The College will hold at least two (e.g. Epipen®) in addition to the adrenaline Autoinjectors supplied by parents allowing to be taken on excursions and one to remain at the College.

Communication Plan

This policy will be published 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 (possibly by delegation) will be responsible for ensuring that all staff will be briefed once a semester by a staff member who has up to date anaphylaxis management training, outlining 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.

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
4. As soon as enough facts are known, front office staff contact parent/guardian