



ANAPHYLAXIS POLICY

PURPOSE

To explain to Warrandyte 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 Warrandyte 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

Warrandyte 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 (EpiPen) for use in an emergency. These adrenaline autoinjectors (EpiPens) are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Warrandyte 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 Warrandyte 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 Warrandyte 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 (EpiPen) 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, in so far 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 autoinjectors

If a student has been prescribed an Adrenalin Auto-injector (EpiPen), the Adrenalin Auto-injector must be provided by the student's parent/carer to the school.

- *A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at Main Office, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.*
- If an antihistamine has been prescribed as a first course of action, it and the Adrenalin Auto-injector will be taken by the teacher in charge when the student is on an excursion, walking excursion, camp and sport.
- The school will purchase an Adrenalin Auto-injector (EpiPen) for general use – ie for use by a student who suffers from an Anaphylactic reaction for the first time. This general purpose Adrenalin Auto-injector can also be used as a back-up to the prescribed Adrenalin Auto-injector provided by a student's parent/carer.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Warrandyte Primary School, 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 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 adrenaline autoinjector (EpiPen) will be stored at the school canteen, office and in the yard duty bag for ease of access.*
- *Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.*

Adrenaline Autoinjector (EpiPen) for general use

Warrandyte 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 autoinjector(s) (EpiPen) for general use will be stored at the Main Office and labelled “general use”.

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

- the number of students enrolled at Warrandyte Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors (EpiPens) 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 (EpiPens), and the need for general use adrenaline autoinjectors (EpiPens) 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 First Aid Coordinator and stored at the Main Office and in the Staffroom.

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 (EpiPens), 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 autoinjector (EpiPen) or the school’s general use



	autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at the Main Office. <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 Adrenaline Autoinjector (EpiPen) or Adrenaline Autoinjector Jr (EpiPen) (if the student is under 20kg) <ul style="list-style-type: none">• Remove from plastic container• Form a fist around the Adrenaline Autoinjector (EpiPen) 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 Adrenaline Autoinjector (EpiPen)• Note the time the Adrenaline Autoinjector (EpiPen) is administered• Retain the used Adrenaline Autoinjector (EpiPen) 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 autoinjectors (EpiPens) 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.

Communication Plan

This policy will be available on Warrandyte Primary School's website so that parents and other members of the school community can easily access information about Warrandyte Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Warrandyte 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 Warrandyte Primary School's procedures for anaphylaxis management.

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

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.

School Staff – responsible for:

- Knowing the identity of students who are at risk of Anaphylaxis.
- Understanding the causes, symptoms and treatment of Anaphylaxis.



- Obtaining training in how to recognise and respond to an Anaphylactic reaction, including administering an Adrenalin Auto-injector.
- All staff to participate in twice yearly briefing with the first one to be held at the beginning of the school year, by a member of school staff (usually the first aid coordinator) who has successfully completed an Anaphylaxis management training course in the 12 months prior on:
 - The school's Anaphylaxis Management policy.
 - The causes, symptoms and treatment of Anaphylaxis.
 - The identities of students with a medical condition that relates to allergy and the potential for Anaphylactic reaction, and where their medication is located.
 - How to use an Adrenaline Auto-injector (Adrenalin Auto-injector), including hands on practice with a trainer Adrenalin Auto-injector.
 - The school's general first aid and emergency response procedures.
 - The location of, and access to Adrenalin Auto-injectors that have been provided by parents or purchased by the school for general use.
- Knowing the school's first aid emergency procedures and what their role is in relation to responding to an Anaphylactic reaction.
- Knowing where the student's Adrenalin Auto-injector is kept. Remember that the Adrenalin Auto-injector is designed so that anyone can administer it in an emergency.
- Knowing and following the prevention strategies in the student's Anaphylaxis Management Plan.
- Planning ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Working with parents/ carers to provide appropriate food for the student.
- Avoiding the use of food treats in class or as rewards, as they may contain hidden allergens.
- Being careful of the risk of cross-contamination when preparing, handling and displaying food.
- Raising student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive to their peers.



First Aid Coordinator – responsible for supporting the Principal and teachers to implement prevention and management strategies for the school that include:

- Maintaining an up to date register of students at risk of Anaphylaxis.
- Expecting that the student’s emergency contact details are up to date.
- Obtaining training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenalin Auto-injector.
- Checking that the Adrenalin Auto-injector is not cloudy or out of date regularly, eg at the beginning or end of each term.
- Informing parents/carers in a reasonable time when the Adrenalin Auto-injector needs to be replaced.
- Ensuring that the Adrenalin Auto-injector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.
- Supporting staff in conducting regular reviews of prevention and management strategies and individual student management plans.
- Supporting staff in development strategies to raise school staff, student and community awareness about severe allergies.

Parents/Carers of a student at risk of Anaphylaxis. Responsible for:

- Informing the school, either at enrolment or diagnosis, of the student’s allergies, and whether the student has been diagnosed as being at risk of Anaphylaxis.
- Obtaining information from the student’s medical practitioner about their condition and any medications to be administered. Inform school staff of all relevant information and concerns relating to the health of the student.
- Meeting with the school to develop the student’s Anaphylaxis Management Plan.
- Providing an ASCIA Action Plan, or copies of the plan to the school that is signed by the student’s medical practitioner and has an up to date photograph.
- Providing the Adrenalin Auto-injector and any other medications before it expires.
- Assisting school staff in planning and preparation for the student prior to school camps, incursions, excursions or special events such as class parties or sport days.
- Supplying alternative food options for the student when needed.
- Informing staff of any changes to the student’s emergency contact details.
- Participating in reviews of the student’s Anaphylaxis Management Plan, eg when there is a change to the student’s condition or at an annual review.



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.

Warrandyte Primary School uses the following training course [Hero Headquarters (HLTAID003 – Provide First Aid and HLTAID001 – Provide Cardiopulmonary Resuscitation)]

[Note, for details about approved staff training modules, see page 13 of the [Anaphylaxis Guidelines](#)]

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 the school principal. 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 (EpiPen), including hands on practice with a trainer adrenaline autoinjector (EpiPen)
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors (EpiPens) that have been provided by parents or purchased by the school for general use.



When a new student enrolls at Warrandyte 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

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- 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 on 23 April 2019 and is scheduled for review by 23 April 2020.

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.