



## **QUEEN OF PEACE PARISH PRIMARY SCHOOL ANAPHYLAXIS POLICY & PROCEDURES**

**Queen of Peace is a learning community  
that is Christ centered,  
valuing  
Our Faith, The Human Person, Justice  
and the pursuit of Excellence**

### **BACKGROUND**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school

Adrenaline given through an EpiPen® auto injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

At Queen of Peace Parish Primary School we believe that the safety and wellbeing of all children is paramount to the work we do. Children who are at risk of anaphylaxis are a group that requires a 'whole community' responsibility.

The key to prevention of anaphylaxis is knowledge, awareness and planning.

At Queen of Peace we discourage nut products at school and discourage sharing of foods by students.

This policy and other related policies have been developed to ensure the ongoing wellbeing of all members of our community and complies with and adheres to the Ministerial Order 706.

### **PURPOSE**

The purposes of this policy are:

- 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.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.

- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, and developing risk minimisation strategies and management strategies for the student.
- 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.

## **IMPLEMENTATION**

### **Individual Anaphylaxis Management Plan**

- The Principal will ensure that an Individual Management Plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
- 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 student plans will be stored in the First Aid Room along with each child's EpiPen/Anapen or other needed medication provided by parents.
- Information on students with Anaphylaxis will also be in the canteen and after school area in a display folder with photos.

### **The Individual Anaphylaxis Management Plan will set out the following:**

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or 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 Procedures Plan (ASCIA Action Plan), provided by the parent:**

- Identifies what the child is allergic to
- 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.
- Includes an up to date photograph of the student.
- Copies of the ASCIA Plan for children with anaphylaxis are given to the appropriate classroom teachers.

### **The student's Individual Management Plan will be reviewed, in consultation with the student's parents/ carers:**

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

## **RESPONSIBILITIES**

Prevention strategies will be developed with parents, specific to the management plans of individual students, and/or as necessary in a classroom or playground setting. These strategies include (but are not limited to) the following (as per Clause 8 of Ministerial Order No. 706):

**The Principal** will be responsible for:

- Ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.
- The communication plan including information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.
- Ensuring that an Anaphylaxis Risk Management Checklist is carried out annually (by the First Aid Officer or School Nurse).

**The Deputy Principal** will be responsible for:

- Informing Casual Relief Teachers (CRT) and volunteers of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care. All medical alerts and information are also available in the student attendance folder for each classroom.

**Teachers** will be responsible for:

- Having details of Anaphylactic Students and their medical plans in their CRT/Daily Organisation folder so that all visitors to any classroom will have emergency access to relevant information.
- Where given permission from parents – teachers will alert students in their grades of an Anaphylactic child and what their triggers are – and will ensure students understand that if this child is in distress that they are to get a teacher immediately.

**The School Nurse** should take a lead role in supporting the principal and teachers to implement prevention and management strategies for the school by:

- Keeping an up to date register of students at risk of anaphylaxis.
- Ensuring that students' emergency contact details are up to date.
- Training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Checking that each child's EpiPen® is not cloudy or out of date regularly, e.g. at the beginning or end of each term.
- Informing parents/carers a month prior in writing if the EpiPen® needs to be replaced.
- Ensuring that the EpiPen® is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labeled.

**Parents** are responsible for:

- Providing the emergency procedures plan (ASCIA Action Plan) upon enrolment or on the students' first day of school – whichever event comes first.
- Informing the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan) in writing.
- Providing an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.
- Ensuring that the school has an 'in-date' EpiPen/Anapen at school, solely for their child's use OR any other medication as required by their management plan.
- Complying with school requests regarding the management of whole school or individual student management in regard to Anaphylaxis or allergies.

Note: If a Medical Practitioner has prescribed an EpiPen®/other medication for a child with allergies – it is the parents' responsibility to ensure that all medical plans AND medications are provided to the school (even if the allergy is considered low grade).

**Students** are responsible for:

Following all procedures set out by teachers as is practical in a school setting including:

- Moving seats/areas to eat foods that may contain known allergens where there is an anaphylactic child in their presence if asked.
- Washing hands when required by the teacher/person in charge, where it is known that students have brought nut products or other allergens to school and there is an anaphylactic student in the classroom.
- Following all instructions given by a teacher or, person in charge in relation to the management of an anaphylactic reaction at/on any school organised event.

### **Staff Training and Emergency Response**

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- The school's anaphylaxis management policy.
- The causes, symptoms and treatment of anaphylaxis.
- The identities of students diagnosed at risk of anaphylaxis and where their medication is located.
- How to use an auto adrenaline injecting device, EpiPen®.
- The school's first aid and emergency response procedures.
- The school has signage at the front office door and on the First Aid Room door indicating where all EpiPen®.
- Teachers and other school staff who conduct classes in which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.
- At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the Principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.
- The Principal will identify the school staff to be trained based on a risk assessment.
- Training will be provided to these staff as soon as practicable after the student enrolls.
- Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.
- The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

### **EMERGENCY MANAGEMENT**

In the event of an anaphylactic episode.

**In the classroom:**

- the teacher in charge will contact the sick bay/office where their personal auto adrenaline injecting device (EpiPen®) is stored. The EpiPen® will be taken to the classroom to administer treatment.

- When it is decided to use the EpiPen®; 000 will be rung for ambulance/emergency advice.

**In the school playground:**

- all yard duty teachers carry a first aid bag, which will contain photographs of anaphylactic students
- in the event of an anaphylactic episode, the yard duty teacher will contact the office and will provide the name of the student so their personal auto adrenaline injecting device can be taken to the scene directly so treatment can be administered.
- after contacting the office, 000 will be rung for ambulance/emergency advice

**At excursions/sports/camp:**

- the School will inform the camp of any students with anaphylaxis to ensure that appropriate arrangements are made for students participating at camp
- the auto adrenaline injecting device will accompany students at risk of anaphylaxis to all excursions, sports events and camps
- the injecting device will be kept within close proximity of the student
- in the event of an anaphylactic episode, the supervising teacher will administer the auto adrenaline injection
- the supervising teacher will ring 000 for medical assistance
- if the episode takes place at another school or establishment, first aid assistance will be sought
- for school camps: Parents will be fully informed of the relevant considerations such as:
  - the remoteness of the camp (distance to nearest hospital)
  - mobile telephone coverage. (In some locations, coverage is not reliable)

## Responding to an Anaphylactic Reaction

***If an Adrenaline Autoinjector is administered Immediately call an ambulance (000/112)***

### **When students have an anaphylactic reaction schools must:**

- Ask students whether they have self-administered an adrenaline auto-injector (such as EpiPen®).
- If the student has not already done so, the school is to follow the students' action plan as given to the school, and/or administer an adrenaline auto-injector (such as EpiPen®).
- Call an ambulance.
- Contact the student's emergency contact person

### **Administering an EpiPen (as per Annual Training and Semester Refreshers)**

1. Remove the EpiPen® from the plastic container. Note: Children under 20kg are prescribed an EpiPen Junior® which has a smaller dose of adrenaline.
2. Form a fist around the EpiPen® and pull off the blue (adult) /green (child) cap.
3. Place the orange end against the outer mid-thigh and push down hard until a click is heard or felt and then hold for 10 seconds.
4. Remove the EpiPen®, being careful not to touch the needle, and return it to its plastic container.
5. Note the time you gave the EpiPen®.
6. Call an ambulance on 000 as soon as possible. Do not hang up – wait until the operator tells you that you can hang up.
7. Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened. Do not move the student. Place student on the ground.
8. Ask another staff member to move other students away and reassure them separately.
9. Watch the student closely in case of repeat reaction or vomiting (place child in recovery position).

**Important:** Where there is no marked improvement and severe symptoms, as described in the student's ASCIA Action Plan for Anaphylaxis, are present, a second injection of the same dose may be administered after 5 to 10 minutes (with the school based device)

### **NOTE:**

It is School Policy that we do not use food as treats or rewards. On special occasions when food is freely available, teachers will ensure that a safe environment is maintained for all students

## **EVALUATION AND REVIEW**

Queen of Peace School Anaphylaxis Policy will be reviewed as per review cycle or when government changes are made.

## **REFERENCES & RESOURCES**

[http://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis\\_MinisterialOrder706.pdf](http://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf)

<http://www.education.vic.gov.au/Documents/school/teachers/health/anaphylaxismanagementplan.docx>

<http://www.allergyfacts.org.au/living-with-the-risk#schools>

**Royal Children's Hospital Anaphylaxis Advisory Line - is available between the hours of 8.30 am to 5 pm, Monday to Friday. Phone 1300 725 911 (toll free) or (03) 9345 4235.**