



"Caring for Excellence"

Anaphylaxis Management Policy

Child Safe

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

Background

As of 14 July 2008 the *Children's Services and Education Legislation Amendment Act (Anaphylaxis Management)* and Ministerial Order 706 requires all schools across Victoria to have an Anaphylaxis Management Policy.

Schools are required to have in place:

- individual management plans for each child diagnosed at risk;
- a communication plan to inform all staff, parents and students about anaphylaxis and the school's policy
- procedures to ensure that appropriate staff are trained

Anaphylaxis is a severe, rapidly progressive allergic reaction which can potentially be life threatening if not treated. Some of the most common allergens include tree nuts, peanuts, egg, milk, sesame seeds, cashews, wheat, soy, seafood, fruits, animals, insect stings and medications.

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® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

Purpose

- 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, 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.

Individual Management Plans

An ASCIA Action Plan needs to be in place as soon as practicable after the student enrolls, and where possible before their first day of school. The ASCIA Action Plan must be signed by the student's doctor and are located with their EpiPen.

It is the responsibility of the parent to:

- Provide the emergency procedures plan (ASCIA Action Plan).
- Inform the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- Provide 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.

Students also have an individual Anaphylaxis Management Plan, developed by the first aid coordinator. Each student's individual plan is signed by the parent and Principal. This plan includes information about the diagnosis, including type of allergy or allergies the student has, and strategies to reduce the risk of exposure to allergens while the student is under the care or supervision of school staff (including camps and excursions).

Note: Please see link for ASCIA anaphylaxis management plans attached:

<http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm>

Communication Plan

The Principal or Principal Nominee 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 will include 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.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.

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
- Where medication is located
- How to use an autoadrenaline injecting device
- The school's first aid and emergency response procedures

Please see appendix 1 for Communication Plan.

Staff training and emergency response

Teachers and other school staff who conduct classes 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.

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.

The Principal will identify the school staff to be trained. The current Viewbank College policy is that all staff are trained in the identification of risk factors, the recognition of early signs of an anaphylactic reaction and the use of an autoinjector.

Other information

EpiPen® storage and expiry

EpiPens® are located in the cupboard in the general office. Each student has an individual bag with their photo, name, grade and other relevant details. The bag includes the student's ASCIA Action Plans, their EpiPen® (also labelled). All staff members have access to the cupboard, which is kept unlocked. A designated first aid teacher checks and records the expiry dates of the EpiPens® at the start of every year. The expiry dates are re-checked at the start and end of every Month. Parents are contacted in advance and advised to replace the EpiPens®.

Reactions to date at school

None

Managing anaphylaxis in various school settings

On excursions or sports events, teachers need to sign the EpiPen® in and out. Register is kept where the epipens are located.

Yard duty bags include information on students who are at risk of anaphylaxis. In an emergency, yard duty teachers carry mobiles and phone the general office for medical assistance.

Special care is taken during art and cooking classes to ensure supplies are nut free or catered to suit the child's allergens.

The student's EpiPen from School and from home are taken on camps and field trips, ensuring that the student has two EpiPens. The teacher co-ordinating camp is responsible for contacting the parent/care-giver in relation to the food menu, before attending camp.

Students involved in Yard duty must carry their EpiPen on them for the duration of the day.

Appendix 1

Viewbank College Anaphylaxis Management Communication Plan

Raising staff awareness

All staff involved in the care of students at risk of anaphylaxis, including class teachers, office staff, casual relief teachers, canteen staff, administrative and other office staff will attend briefing sessions at least once per semester that will inform staff on:

- the causes, symptoms and treatment of anaphylaxis
- the identities of students who are at risk of anaphylaxis
- the preventative strategies in place
- where EpiPens® are kept
- the school's first aid and emergency response procedures
- their role in responding to a severe allergic reaction.

Copies of the student's ASCIA Action Plan will be kept in the general office and attached to the students EpiPen.

Raising student awareness

Peer support is an important element of support for students at risk of anaphylaxis.

Viewbank College raises awareness in school through fact sheets and posters displayed in hallways, canteen and classrooms.

Form teachers are advised to discuss anaphylaxis with students in class, with a few simple key messages:

- always take food allergies seriously – severe allergies are no joke
- don't share your food with friends who have food allergies
- wash your hands after eating
- know what your friends are allergic to
- if schoolmate becomes sick, get help immediately
- be respectful of a schoolmate's EpiPen®
- don't pressure your friends to eat food that they are allergic to.