



ANAPHYLAXIS POLICY

PURPOSE

To explain to Cheltenham 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 Cheltenham 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

Cheltenham 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 occur 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 medications.

Symptoms

Sights 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

Sights 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 auto injector for use in an emergency. These adrenaline auto injectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Cheltenham Primary who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Cheltenham 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 Cheltenham Primary School and where possible, before the students first day.

Parents and carers must:

- Obtain a current 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 Cheltenham Primary School and each time it is reviewed
- Provide Cheltenham Primary School with a current adrenaline auto injector for the student that is not expired and of correct dosage according to student's weight
- 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 allergy and the potential for anaphylactic reaction, including the types of allergies the student has
- Information about the signs and 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 Plans

A student's Individual Anaphylaxis 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, insofar 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 e.g.: concert.

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 auto injectors

All students at Cheltenham Primary who are at risk of anaphylaxis will have their adrenaline auto injector stored at the main office along with their ASCIA Action Plan and Individual Anaphylaxis Management Plan. Copies of the plans will also be kept around the school so that the plan is easily accessible by school staff in the event of an incident. This will include the student's classroom, sick bay, specialist classrooms and in the materials provided to staff on yard duty.



Adrenaline auto injectors for general use

Cheltenham Primary School will maintain a supply of adrenaline auto injectors 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 auto injectors for general use will be stored in:

- Yard duty bag labelled anaphylaxis / asthma
- Main office
- Kitchen classroom
- Science classroom

A general use auto injector will also be taken to school excursions, camps and events.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the schools general first aid procedures, emergency response procedures and the students individual Anaphylaxis Management Plan.

A complete and up to date list of the students identified as being at risk of anaphylaxis is maintained by the school first aid officer and stored in the first aid room. 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 auto injectors, 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• Seek assistance from another staff member to locate the student's auto injector or the school's general use auto injector and the student's Individual Anaphylaxis Management Plan• 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	<p>Administer the auto injector</p> <ul style="list-style-type: none">• Remove from plastic container• Form a fist around the auto injector and pull off the blue safety release cap• Place orange end against the student's outer mid-thigh (with or without clothing) away from seam / buttons• Push down hard until a click is heard or felt and hold in place for 3 seconds• Remove auto injector• Note the time of auto injector administration• Retain the used auto injector to be handed to ambulance paramedics along with the time of administration
3	Call an ambulance
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 auto injectors 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.

{Note: if in doubt, it is better to use an auto injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under treatment of anaphylaxis is more harmful and potentially life threatening than over treatment of a mild to moderate allergic reaction.



Communication Plan

This policy will be available on Cheltenham Primary School's website so that parents and other members of the school community can easily access information about Cheltenham Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Cheltenham Primary and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The school anaphylaxis supervisor is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Cheltenham Primary School's procedures for anaphylaxis management. 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 and a written copy in the CRT Information Booklet.

Staff Training

Staff at Cheltenham Primary School will receive appropriate training in anaphylactic management, consistent with the Department's Anaphylaxis Guidelines.

All staff 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

Cheltenham Primary School uses the following training course: ASCIA eTraining course with 22303VIC

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last two years including principal or school anaphylaxis supervisor. Each briefing will address:

- This policy
- The causes, symptoms and treatment of anaphylaxis
- The identities of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction and where their medication is stored
- How to use an adrenaline auto injector, including hands on practice with a trainer adrenaline auto injector
- The schools general first aid and emergency response procedure
- The location of and access to adrenaline auto injectors that have been provided by parents or purchased by the school for general use

When a new student enrolls at Cheltenham 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.

REVIEW CYCLE AND EVALUATION

This policy was last updated October 2018 and is scheduled for review October 2019

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with evaluation and review of this policy and the support provided to students at risk of anaphylaxis.