

# Anaphylaxis Management Policy

## 1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College delivers the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels for students aged 15-19 years. It provides a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their personal, social and educational potential by providing the tools and skills to reflect, set goals and plan.

Anaphylaxis is the most severe and rapidly progressive form of allergic reaction and is potentially life threatening. The most common allergens are milk, eggs, peanuts, tree nuts (e.g. cashews), sesame, fish, shellfish, wheat, soy, and some insect stings and medications.

The key to prevention is knowledge of those students who have been diagnosed as being at risk, having an awareness of triggers and allergens, and the prevention of exposure to these triggers.

The College will fully comply with Ministerial Order No. 706: Anaphylaxis Management in Victorian schools.

## 2. Purpose

To explain to College parents/guardians, 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 The College is compliant with Ministerial Order No. 706: Anaphylaxis Management in Victorian schools.

## 3. 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/guardians.

## 4. Definitions

<b>ASCIA</b>	Australasian Society of Clinical Immunology and Allergy Limited
<b>College</b>	Djerriwarrh Community College, 235 Station Road, Melton, 3337
<b>Parents/Guardians</b>	Refers to parents, guardians, step-parents and/or carers as listed in the Enrolment Application Form in connection to a student enrolled at the College
<b>Principal</b>	The Principal of the College, or the Principal's authorised representative
<b>School environment</b>	Means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including: <ul style="list-style-type: none"><li>• a campus of the school;</li><li>• online school environments (including email and intranet systems); and</li><li>• other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).</li></ul>
<b>Staff</b>	Refers to all employed staff, contractors and volunteers of the College
<b>Student</b>	The Student named in the Enrolment Application Form

## 5. Responsibilities

The Principal is responsible for ensuring:

- this policy is implemented in accordance with commonwealth and state legislation; and
- information in this Policy is kept up to date.

## 6. Policy

### 6.1 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 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 for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

## **6.2 Anaphylaxis Management**

The Principal is responsible for ensuring that:

- individual anaphylaxis management plans are developed for students diagnosed with a medical condition relating to allergy and the potential for anaphylactic reaction;
- individual anaphylaxis management plans are in place after the student enrolls, or as soon as practicable after the student attends the school, with an interim plan to be developed in the meantime;
- the College has staff who are trained in accordance with Ministerial Order No. 706 including those staff who conduct classes that students at risk of anaphylaxis attend and other staff identified by the Principal;
- sufficient numbers of trained staff are available to supervise students at risk of anaphylaxis outside of normal class activities (for example, off-site activities);
- a communication plan is developed to provide information to all College staff, students and parents/guardians about anaphylaxis and the College's anaphylaxis management policy;

- staff briefings are conducted at least twice per calendar year; and
- an annual risk management checklist is completed.

### **6.3 Individual Anaphylaxis Management Plans**

All students at the College 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 the College is responsible for developing a plan in consultation with the student's parents/guardians.

Where necessary, an Individual Anaphylaxis Management Plan will be in place after the student enrolls, or as soon as practicable after the student attends the school, with an interim plan to be developed in the meantime.

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 College staff, including in the school yard, at excursions or at special events conducted, organised or attended by the College;
- 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.

It is the responsibility of the student/parent/guardian to:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the College as soon as practicable;
- immediately inform the College 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 College and each time it is reviewed;

- provide the College with two adrenaline autoinjectors for the student that are current and not expired. One autoinjector is to remain with the student and the other is to remain on site as a backup; and
- participate in annual reviews of the student's Plan.

### **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/guardians. 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 excursions or at special events including community events and cultural days.

Our College 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**

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis on the Student's file, on Compass and included with the Attendance roster. Students are encouraged to keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available in the First Aid kit which is kept in the office and are labelled 'general use'.

#### **6.4 Adrenaline autoinjectors for general use**

The College will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents/ guardians for specific students and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored in the First Aid kit held in the office and labelled 'general use'.

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

- the number of students enrolled at the College at risk of anaphylaxis;
- the accessibility of adrenaline autoinjectors supplied by parents/guardians;

- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at excursions and events; and
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

## **6.5 Risk minimisation strategies**

In identifying risk management strategies to reduce the possibility of a student suffering from an anaphylactic reaction at school, we have considered strategies for all school activities, including:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- during recess and lunchtimes;
- before and after school; and
- excursions, or at special events conducted, organised or attended by the College (eg. work experience, cultural days, community visits or incursions).

To reduce the risk of a student suffering from an anaphylactic reaction at the College, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating;
- gloves must be worn when picking up papers or rubbish in the playground;
- students are encouraged to carry their autoinjectors with them at all times;
- a general use autoinjector will be stored in the First Aid kit in the office;
- first Aid kits, including autoinjectors, and Student's Individual Anaphylaxis Management Plan are carried by teachers for all excursions and off-site activities; and
- all teaching staff are trained in anaphylaxis management.

When a new student enrolls at the College who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents/guardians and ensure that appropriate staff are trained and briefed as soon as possible.

## **6.6 Emergency Response**

In the event of an anaphylactic reaction, the emergency response procedures in the Anaphylaxis Procedure must be followed, together with the College's general first aid 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 Principal and stored in the Attendance Roster for each relevant level. For excursions, special events and off-site activities, the supervising teacher will be responsible for maintaining the student list together with the Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

## **6.7 Communication Plan**

This policy will be available on the College's website and in Compass so that parents and other members of the school community can easily access information about the College's anaphylaxis management procedures. The parents/guardians of students who are enrolled at the College 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 and volunteers are aware of this policy and the College'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, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management at least twice per calendar year.

## **6.8 Staff training**

The Principal will ensure that the following College staff are appropriately trained in anaphylaxis management:

- teaching staff who conduct classes attended by students who are at risk of anaphylaxis;
- Administration Officer, first aiders;
- any other member of staff as required by the Principal based on the annual risk management checklist.

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.

The College uses the following training course

- 22300VIC Course in First Aid Management of Anaphylaxis – initial training
- ASCIA anaphylaxis e-training schools Victoria – refresher training

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 schoolyard and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

## **6.9 Staff briefings**

Staff, including the Principal, 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 two years. 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, including hands on practice with a trainer adrenaline autoinjector;
- the school's general first aid and emergency response procedures; and
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

## **6.10 Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist to monitor compliance with the College's obligations. (Refer to the Annual Risk Management Checklist (Doc. 118). The Principal will undertake to implement any actions or improvements arising from the risk management process.

## **7. Communication**

This Anaphylaxis Policy is available in the College website, Compass and hard copies are available from College Reception.

## 8. Associated documents and legislation

<b>Associated policies and procedures</b>	Anaphylaxis Management Procedure First Aid and Medical Conditions Policy Duty of Care Policy
<b>Other associated documents Internal</b>	Individual Anaphylaxis Management Plan Template Annual Risk Management Checklist
<b>Relevant legislation</b>	<i>Child Wellbeing and Safety Act 2005 (Vic)</i> <i>Education and Training Reform Act 2006 (Vic)</i> <i>Education and Training Reform Regulations 2017 (Vic)</i> <i>Ministerial Order No. 706: Anaphylaxis Management in Victorian schools.</i>
<b>Links</b>	ASCIA guidelines: <a href="#">Schooling &amp; childcare</a> ASCIA anaphylaxis e-training schools Victoria: <a href="#">ASCIA etraining Victoria</a> DET: <a href="#">Anaphylaxis management in schools</a> St John's Ambulance: <a href="#">22300VIC First Aid Management of Anaphylaxis</a>

## 9. Issuance and approval

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