



# Holy Trinity

Eltham North

94 Weidlich Road, Eltham North 3095  
Tel: 9431 0888 Fax: 9431 0788  
Email:principal@htelthamnth.catholic.edu.au

## ANAPHYLAXIS MANAGEMENT POLICY

### **Rationale**

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 the 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:**

The aim of this policy is 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.

Raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.

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

Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures to respond to an anaphylactic reaction.

Minimise the risk of an anaphylactic reaction occurring while the child is in the care of Holy Trinity

*The key reference and support for the school regarding anaphylaxis are the DEECD Anaphylaxis Guidelines.*

## **INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS**

The principal, or Anaphylaxis Resource person, 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 at the school.

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, that:
  - 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; and
  - Includes an up to date photograph of the student.

The student's individual management plan will be reviewed, in consultation with the student's parents/ carers:

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

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.

## **ANAPHYLAXIS MANAGEMENT/COMMUNICATION PLAN**

The principal, or Anaphylaxis Resource person, 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.

All staff will be briefed twice per year to provide up to date anaphylaxis management training on:

- 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
- the school's first aid and emergency response procedures

Holy Trinity Primary School has taken steps to ensure effective communication of students at risk of anaphylaxis.

1. Anaphylaxis action plans are located in the sick bay and include students' photos.
2. Anaphylaxis action plans including photos are located in all classrooms.
3. All staff undergo regular briefings on anaphylaxis, the symptoms and emergency responses twice a year
4. At the staff day prior to the first day of school the Anaphylaxis Resource person will ensure that all staff are briefed and shown photos of all students and share their known allergens
5. All staff with a student at risk of anaphylactic responses in their classroom, will be briefed at the beginning of the year by the Anaphylaxis Resource person to ensure their awareness of the issues related to these students.
6. 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 by the assistant principal or student wellbeing leader. They will be handed a list of photos with names and year levels of these students when they sign on for the day. This list is to be handed back to the office when these staff sign out at the end of the day.
7. Parents/carers of anaphylactic students will be contacted each year to ensure the school has the most up-to-date anaphylactic management plan available.
8. This information will be provided to all parents at the start of each school year via the newsletter. A separate note may be sent home to parents at specific year levels if deemed necessary.

## **RISK MANAGEMENT PLANS**

The following procedures should be developed in consultation with parents and implemented to help protect the child diagnosed at risk of anaphylaxis from accidental exposure to food allergens:

- The child should only eat food that has been specifically prepared for him/her
- There is to be no sharing of food with this child, and this is reinforced with all children in the grade
- In some circumstances it may be appropriate that a child does not sit at the same table when others consume food. However children with allergies should not be separated from all children and should be socially included in all activities.
- Increased supervision of this child on special occasions such as excursions and incursions
- Children are to be supervised at meal and snack times and consume food in specified areas. To minimise risk children should not wander around the classroom with food.

- A risk minimisation plan is completed in consultation with parents, which includes strategies to address the particular needs of each child at risk of anaphylaxis and this plan is implemented prior to the end of Term 4 in readiness for the new school year
- All parents are made aware of the Anaphylaxis Management Policy
- Anaphylaxis medical management action plan for the child is signed by the child's medical practitioner and is available to all staff. A copy is included in the medical alert folder in the classrooms and in the first aid room.
- Adrenaline auto-injection device (within expiry date) is available for use at any time and is kept in the school sick bay in a position that is easily accessible to staff
- All staff will be trained in the use of epipens and will have practice in use of epipens every 6 months. Staff will also be familiarised with the children in our school who are at risk of having an anaphylactic reaction.
- There will be regular communication with parents via the newsletter and notes sent home reminding them that nuts are not banned however, they should exercise caution when preparing lunches and snacks.

## **EMERGENCY MANAGEMENT**

In the event of an anaphylactic episode

In the classroom:

- the child is to remain sitting or lying still
- the action plan will be followed
- the teacher will contact the office and their personal auto adrenaline injecting device (Epipen) will be brought up to the classroom
- 000 will be rung immediately
- parents will be notified.

In the school playground:

- all yard duty teachers carry a first aid bag, which will contain photographs of anaphylactic students and walkie talkies
- in the event of an anaphylactic episode, the child is to remain sitting or lying still, the yard duty teacher will contact the office using the walkie talkie and will provide the name of the student so their personal auto adrenaline injecting device can be taken to the scene directly.
- after contacting the office, the yard duty/first aid duty teacher will call 000 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)

#### **Annual risk management checklist**

The principal, or Anaphylaxis Resource person, will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis in schools.

Date of Policy : 2018