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Policy Manual	812 Anaphylaxis	Issue: 3.0
		Date: 7.05.14

Rationale:

Anaphylaxis is a severe progressive allergic reaction that is potentially life threatening. The most common allergens in school age 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 those triggers. Partnerships between schools and parents are important in ensuring that certain foods or other items are kept away from the student while at school.

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

The school will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Goals

- 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 their schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy within the school community.
- To, in conjunction with the parents and/or guardians of students with anaphylaxis, assess the risks of anaphylaxis within the school environment and develop risk minimisation strategies and management strategies for those students.
- To ensure that all staff members have adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

Guidelines:

- In the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan must be followed
 - Each student diagnosed by a medical practitioner as being at risk of anaphylaxis will have an individual Anaphylaxis Management Plan devised in consultation with the student's parent/guardian and doctor
 - Student Anaphylaxis Management plans, including the ASCIA Action Plan (on the ASCIA proforma) will be updated annually or when the student's medical condition or information changes or immediately after an anaphylactic reaction.
 - The Individual Anaphylaxis Management Plan will set out the following:
 - information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
 - strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings 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 strategies;
 - information on where the student's medication will be stored;
 - the student's emergency contact details; and
 - an ASCIA Action Plan.

- Anaphylaxis Management Plans will be displayed in the first aid room, the staff room, the canteen, the yard duty and Casual Replacement Teacher folders and placed in the information folder in the class room of each at-risk student.
- Anaphylaxis Management Plans will be in place at the start of each school year or as soon after that date as possible School staff will implement and monitor student's Individual Anaphylaxis Management Plans.
- The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:
 - annually;
 - if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
 - as soon as practicable after the student has an anaphylactic reaction at School; and
 - when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, incursions).

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Parents will be responsible for:

- Providing emergency procedures plans (ASCIA Action Plan)
- Informing the school in writing of any change in the student's condition and, if relevant, provide an updated ASCIA Action Plan.
- Liaising with the school to provide a current photo of the student each time the ASCIA Action Plan is revised.

Providing an Adrenaline Autoinjector clearly labelled with the child's name, that is current and not expired for their child.. **The school will be responsible for:**

- The school will conduct regular risk assessments of the school environment to minimise exposure of at-risk students to known allergens.
- Ensuring that all staff receive training in management of anaphylaxis and are updated regularly on their knowledge of anaphylaxis management.
- Ensuring that volunteers and casual relief staff members working with an at-risk student are informed about his/her condition and their role in responding to an anaphylactic reaction should one occur while the student is in their care.
- Ensuring that, in activities outside the school premises (camps, excursions etc), staff who are fully trained in anaphylaxis management accompany any at-risk children, and that their Adrenaline Autoinjector is available on those occasions, and returned at the end of the event to its correct location within the school.
- Coordinating first aid accredited staff to regularly monitor the Adrenaline Autoinjector, with parents to be informed one month before the expiry date of the Adrenaline Autoinjector so that a new one can be provided.
- The school's Emergency Management Plan has an up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylaxis reaction, details of their Individual Anaphylaxis Management Plans and ASCIA Action Plans and where these can be located within the school environment and on camps, excursions and special events
- The school's Emergency Management Plan has information about storage and accessibility of Adrenaline Autoinjectors.
- The school's Emergency Management Plan has information about how communication with school staff, students and parents will occur in accordance with a communication plan.
- The principal will purchase an Adrenaline Autoinjector for general use and as a back up to those supplied by parents
- The Adrenaline Autoinjector for general use has a limited life, usually expiring within 12-18 months, and will be replaced at the school's expense, either at the time of use or expiry, whichever is first.

- **Communication Plan**

The school will implement the following communication strategies to raise staff and student awareness, parents and the broader community

- At the beginning of the year all staff will be informed of the students on Anaphylaxis Management Plans, their location and the location of all Adrenaline Autoinjectors.
- The induction for new staff will include information about the school's Anaphylaxis management Policy, training, Individual Anaphylaxis Management Plans and the location of all Adrenaline Autoinjectors
- Before employment casual relief staff will be given a booklet relevant to their employment. It contains the relevant Anaphylaxis information and the Assistant Principal ensure they are aware of the list of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

The Principal will be responsible for:

- All teachers and support staff to be trained and briefed at least twice per calendar year
- The first briefing to be held at the beginning of the year.
- The briefing is to be conducted by a member of staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months
- The briefing is to cover:
 - the School's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
 - how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
 - 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.
- The completion of an annual Risk Management Checklist as published by the Department of Education and early Childhood Development to monitor compliance.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.