

NOOJEE PRIMARY SCHOOL ANAPHYLAXIS MANAGEMENT POLICY

Noojee Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department of education and training from time to time. As part of this the school will review and maintain an anaphylaxis management policy.

Staff training

The Principal, teaching staff, office staff and integration aides, will all be appropriately trained.

School staff will complete the following training to meet the anaphylaxis training requirements of M0706.

The Principal has completed the 'Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC' through the Asthma Foundation.

All teaching staff, Office staff and Integration Aides have completed 'ASCIA Anaphylaxis e-training for Victorian Schools' as well as completing a competency check with the school Anaphylaxis supervisor.

In addition, all staff participate in a briefing, twice per calendar year (with the first briefing to be held at the beginning of the school year) on:

- Title and legal requirements as outlined in Ministerial Order 706
- Pictures of the students at this school at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place
- Signs and symptoms of anaphylaxis
- ASCIA Anaphylaxis e-training
- ASCIA Action Plan for Anaphylaxis and how to administer and EpiPen®
- The school's First Aid policy and emergency response procedures
- On going support and training

The briefing will be conducted by the school anaphylaxis supervisor.

In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the principal will develop an interim individual Anaphylaxis Management Plan in consultation with the parents of any affected student. Training will be provided to relevant school staff as soon as practicable after the student enrolls, and 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.

Individual Anaphylaxis Management Plans

The principal will ensure that an Individual Anaphylaxis 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 of school.

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 and 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 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 risk minimisation strategies which have been identified in the Plan
- Information on 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.

School staff will then implement and monitor the student's Individual Anaphylaxis Management Plan as required.

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
- When the student is to participate in an offsite activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. Class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

It is the responsibility of the parents to:

- obtain the 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 change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant 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 school and each time it is reviewed

- provide the school with an adrenaline autoinjector that is current (ie the device has not expired) for their child
- participate in annual reviews of their child's Plan.

Prevention Strategies

The school will use the checklist and recommendations in the Anaphylaxis Guidelines (pages 20-28) to implement Risk Minimisation and Prevention Strategies in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- in the canteen;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

Some of the prevention strategies that will be implemented by our school to assist anaphylaxis management include:

- providing professional development for all staff including the identification and response to anaphylaxis
- and the proper use of an EpiPen®/Anapen®.
- identifying susceptible children and knowing their allergens
- informing the community about anaphylaxis via the newsletter
- not allowing food sharing and restricting food to that approved by parents/carers
- keeping the lawns well mown and ensuring children always wear shoes
- requiring parents/carers to provide an Emergency Management Plan developed in consultation with a health professional and an EpiPen®/Anapen® if necessary, both of which will be maintained in the first aid room for reference as required
- ensuring the school keeps a spare, in date EpiPen®/Anapen® for adult and child use in a central location

School staff who are responsible for the care of children at risk of anaphylaxis have a duty to take steps to protect children from risks of injury that are reasonably foreseeable. This may include administrators, canteen staff, casual relief staff, and volunteers. Members of staff are expected to:

- Know the identity of children who are at risk of anaphylaxis.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®/Anapen®.
- Know the school's first aid emergency procedures and what your role is in relation to responding to an anaphylactic reaction.
- Keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction.
- Know where the child's EpiPen®/Anapen® is kept. Remember that the EpiPen®/Anapen® is designed so that anyone can administer it in an emergency.
- Know and follow the prevention strategies in the student's Anaphylaxis Management Plan.
- Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate food for the student.
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be careful of the risk of cross-contamination when preparing, handling and displaying food.

- Make sure that tables and surfaces are wiped down regularly and that children wash their hands after handling food.
- Raise student and school community awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

The school will ensure that an up-to-date list of all children at risk of anaphylaxis is maintained at all times.

During on-site normal school activities, the child's Individual Anaphylaxis Management Plan and ASCIA Action Plan is located in the sickbay.

Adrenaline Autoinjectors for General Use

The Principal will purchase Adrenaline Autoinjector(s) for General Use and as a back up to those supplied by parents/carers.

Parents/carers can be asked to provide an additional adrenaline auto-injector to be stored in an easily accessible location known to all staff.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of children enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by parents/carers of children who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including in the school yard, and at excursions, camps and special events conducted or organised by the School; and

Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and are to be replaced either at the time of use or expiry, whichever is first. (A nominated staff member will be responsible for checking and replacing the Adrenaline Autoinjectors for General Use.)

Communication Plan

The Principal will be responsible for ensuring that a Communication Plan is developed to provide information to all staff, children and parents/carers 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 children at risk of anaphylaxis will be informed of children 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 officer.

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 children 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
- the location of, and access to, the Adrenaline Autoinjectors that have been purchased by the school for general use or provided by parents

References:

www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx

www.education.vic.gov.au/school/principals/spag/health/Pages/respondanaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis#2.aspx
and Ministerial Order 706 effective 3 December 2015

Review Date	May 2017
Date to be reviewed	May 2020