



Anaphylaxis Management Policy

Ministerial Order 706 – Anaphylaxis Management in Schools

John Henry Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

1. Aims:

- To provide 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 John Henry Primary School Anaphylaxis Management Policy in the school community;
- To engage with parents/carers of students at risk of Anaphylaxis in assessing risks, developing risk minimization strategies and management strategies for the student;
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and John Henry Primary School policy and procedures in responding to an anaphylactic reaction.

2. Definitions:

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 (eg. Cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings, grasses and medication.

3. Implementation:

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

Adrenalin given through an Anapen/EpiPen auto injector to the muscle of the outer mid-thigh is the most effective first aid treatment for Anaphylaxis. The principal will ensure that an individual management plan is developed, in consultation with the students' parent/carer, 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 attendance at John Henry Primary School.

The individual Anaphylaxis management plan will set out the following:

- a) Information about the diagnosis, including the type of allergy or allergies the student has (based on the diagnosis from their doctor).
- b) Strategies to minimize the risk of exposure to allergens while the student is under the care or supervision of the John Henry Primary School staff, for in-school and out-of-school settings including camps and excursions.
- c) The name of the person/s responsible for implementing the strategies.
- d) Information on where the student's Anapen/EpiPen will be stored.

- e) The student's emergency contact details (parent/carer/medical practitioner).
- f) An emergency procedure plan (Action Plan) provided by the parent that:
 - a. Sets out the emergency procedures to be taken in the event of an allergic reaction;
 - b. Is signed by a medical practitioner who was treating the student on the date the practitioner signs the emergency procedure plan; and
 - c. Includes an up-to-date photograph of the student.

The student's individual management plan will be reviewed annually, in consultation with the student's parent/carer or if the student's medical condition changes or immediately after a student has had an anaphylactic reaction.

It is the responsibility of the parent to:

- a) Provide the emergency procedure plan (Action Plan);
- b) Inform the school if their child's medical condition changes and, if relevant, provide an updated Action Plan;
- c) Provide an up-to-date photo for the Action Plan when the plan is provided to the school and when it is reviewed; and
- d) Provide an up-to-date Anapen/EpiPen.

COMMUNICATION PLAN

The principal 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 plan.

The Communication Plan includes information about steps that will be taken in response to an anaphylactic reaction by a student in the classroom, in the school yard and on school camps and excursions.

The principal is responsible for ensuring that all staff will be briefed, once each semester, by a staff member who has up-to-date Anaphylaxis management training on the following:

- a) Our school's Anaphylaxis Management Policy;
- b) The causes, symptoms and treatment of Anaphylaxis;
- c) The identities of students at risk and where their medication is stored;
- d) How to use the Anapen/EpiPen; and
- e) Our school's first aid and emergency response procedures.

Students' awareness of Anaphylaxis and Anaphylaxis management will be raised through fact sheets, home groups, corridors and classrooms and posters.

Names and photos of the students will be displayed in the Staffrooms, Resource (photocopier) Room, Canteen and Sick Bay.

Anapen/EpiPens are located in the unlocked First Aid room with the green Australian symbol for first aid. The student's Anapen/EpiPens will have student's individual name and action plan attached.

Parents and the wider community will be informed about Anaphylaxis and the Anaphylaxis management via our school newsletter once each semester.

*All incidents requiring the use of the Anapen/EpiPen need to be reported to the Emergency Services Management, DET on 9589 6266. Refer to Principal/Assistant Principal.

[Procedures to respond to Anaphylaxis emergencies:](#)

Procedure for an Anaphylactic reaction in the classroom will be:

- a) The teacher will stay with the student.
- b) A student will be sent to the office who will advise the First Aid Officer and the Principal team with the student's name. The office will call for an ambulance.

- c) The First Aid Officer should take the individual student's Anapen/EpiPen and Action Plan to the student needing attention and administer as required, noting the time given.
- d) Phone parent/carer.
- e) Member of staff to meet ambulance at entrance to school and direct to appropriate area.

Procedure for an Anaphylactic reaction in the playground will be:

- a) A student will be sent to the office who will advise the First Aid Officer and the Principal team with the student's name. The office will call for an ambulance.
- b) The First Aid Officer should take the individual student's Anapen/EpiPen and action plan to the student needing attention and administer as required, noting the time given.
- c) Phone parent/carer.
- d) Member of staff to meet ambulance at the entrance to the school and direct to appropriate area.

School camps, excursions and special event days:

- a) When a student diagnosed at risk of Anaphylaxis is involved in any of the above, the student's Anapen/EpiPen and Action Plan as well as a mobile phone must be taken with the student.
- b) A staff member who has been trained in the use of the Anapen/EpiPen **must** accompany the student on any trip away.
- c) The teacher in charge of the activity must collect and sign out the student's Anapen/EpiPen and Action Plan from First Aid.
- d) **Camps must be advised in advance of any students with food allergies.**
- e) The Anapen/EpiPen should be carried in the First Aid kit taken from our school and remain close to the student. Staff must be aware of its location at all times.

Procedure for an Anaphylactic reaction while on school camp:

- a) The teacher must stay with the student and send another adult or responsible student to get the Anapen/EpiPen and Action Plan from the First Aid kit.
- b) A person with up-to-date training on the use of the Anapen/EpiPen will administer as required. Please note the time given.
- c) Call ambulance 000.
- d) Contact parent/carer.
- e) Contact John Henry Primary School.

STAFF TRAINING AND EMERGENCY RESPONSE

An Anaphylaxis Awareness and management Training Course provided by John Henry Primary School will be mandatory for all staff every year. All staff will also participate in additional training twice per calendar year which is a refresher course. This is presented by the First Aid Officer who has completed an Anaphylaxis Trainer's course. Ongoing Anapen/EpiPen training will be conducted with all staff on a termly basis. Our school will also have two qualified trainers in the management of Anaphylaxis processes and procedures.

All staff will be expected to complete DET online training courses. The online training course includes six modules on Anaphylaxis emergency management: -

- a) What are allergies and Anaphylaxis;
- b) Signs, symptoms and recommended action for allergy and Anaphylaxis;
- c) Adrenaline auto injectors;
- d) ASCIA Action Plans
- e) Anaphylaxis management in Victorian schools; and
- f) A final assessment module.

An appropriately qualified supervisor (a School Anaphylaxis Trainer) will also need to assess a person's competency in the administration of an adrenaline auto injector.

At the end of the online training course, participants who have passed the assessment module will be issued a certificate which needs to be signed by the School Anaphylaxis Trainer to indicate the participant has demonstrated their competency in using an adrenaline auto injector device. All certificates will be kept on file by the school.

School staff who complete the online training course will be required to repeat the training every year and the Adrenaline Auto Injector Competency Assessment (each semester).

A risk assessment will be carried out annually and staff identified as requiring training will be offered an Anaphylaxis Awareness and management Training Course as soon as practicable.

Teachers and other school staff who conduct classes which have student/s at risk of Anaphylaxis or who give instruction to students at risk of Anaphylaxis must have up-to-date training in the Anaphylaxis management.

At other times while the student is under the care or supervision of our school, including excursions, yard duty, camps and special event days, the principal will ensure that there is a sufficient number of staff present who have up-to-date training in Anaphylaxis management training course.

The principal will identify the school staff to be trained based on a risk assessment, and training will be provided to these staff as soon as practicable after a student at risk of Anaphylaxis enrolls. All staff will be trained with a school First Aid Officer being employed to oversee process and protocols.

Whenever possible, training will take place **before** the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents. Follow up meetings and training will be provided when developing formal Action Plans.

Our school's First Aid procedures and student's emergency procedure plan (Action Plan) will be followed in responding to an Anaphylactic reaction.

Communication:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

4. Policy Review and Approval:

This policy was ratified by our School Council November, 2016 and will be reviewed annually by the First Aid Officer.

Policy last reviewed -	21 st February, 2022
Approved by -	Catherine Horsburgh
Next scheduled review date -	21 st February, 2023