

# Anaphylaxis Policy

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| Purpose | To explain to Grovedale West Primary School parents, carers, 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 Grovedale West Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.   |
| Scope   | <p>This policy applies to:</p> <ul style="list-style-type: none"> <li>• all staff, including casual relief staff and volunteers</li> <li>• all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.</li> </ul>   |
| Policy  | <p>Grovedale West Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.</p> <p><b>Anaphylaxis</b><br/>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.</p> <p><i>Symptoms</i><br/>Signs and symptoms of a mild to moderate allergic reaction can include:</p> <ul style="list-style-type: none"> <li>• swelling of the lips, face and eyes</li> <li>• hives or welts</li> <li>• tingling in the mouth.</li> </ul> <p>Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:</p> <ul style="list-style-type: none"> <li>• difficult/noisy breathing</li> <li>• swelling of tongue</li> <li>• difficulty talking and/or hoarse voice</li> <li>• wheeze or persistent cough</li> <li>• persistent dizziness or collapse</li> <li>• student appears pale or floppy</li> <li>• abdominal pain and/or vomiting.</li> <li>• as soon as practicable after the student has an anaphylactic reaction at school</li> <li>• if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes</li> <li>• when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.</li> </ul> <p>Our school 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.</p> <p><b>Location of plans and adrenaline autoinjectors</b></p> <ul style="list-style-type: none"> <li>• A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the school office together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.</li> <li>• Students also have their action plan and auto injector in their school bag.</li> <li>• Adrenaline autoinjectors for general use are available at the front office and are labelled "general use".</li> </ul> <p><b>Risk Minimisation Strategies</b></p> <p><i>To reduce the risk of a student suffering from an anaphylactic reaction at Grovedale West Primary School, we have put in place the following strategies:</i></p> <ul style="list-style-type: none"> <li>• <i>staff and students are regularly reminded to wash their hands after eating;</i></li> </ul> |

- *students are discouraged from sharing food*
- *garbage bins at school are to remain covered with lids to reduce the risk of attracting insects*
- *gloves must be worn when picking up papers or rubbish in the playground;*
- *Kids Kitchen volunteers are informed of the appropriate food handling to reduce the risk of cross-contamination*
- *year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays*
- *a general use EpiPen will be stored at the school office for ease of access.*
- *planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.*

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

Grovedale West Primary School will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers 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 at the School 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 Example School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

### **Emergency Response**

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response 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 office staff and stored at the office. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

| <b>Step</b> | <b>Action</b>   |
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| 1.          | <ul style="list-style-type: none"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at the office.</li> <li>• If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul> |
| 2.          | <p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student’s outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> </ul>  |

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|    | <ul style="list-style-type: none"> <li>Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul>   |
| 3. | Call an ambulance (000)   |
| 4. | If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available. |
| 5. | Contact the student's emergency contacts.   |

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

*\* If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].*

### **Communication Plan**

This policy will be available on Grovedale West Primary School's website so that parents and other members of the school community can easily access information about grovedale West Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Grovedale West Primary School 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, canteen staff and volunteers are aware of this policy and Grovedale West Primary School'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, consistent with the Department's *Anaphylaxis Guidelines*.

- At the beginning of each year the school community is advised of the schools anaphylaxis needs through the newsletter.
- Students are informed to wash their hands when eating.
- Where a child is seen eating food that may cause difficulties for children at school, parents are reminded through the newsletter of the needs or directly informed.
- Staff are provided with an overview of each student's needs at the beginning of the year and are alerted to the Action Plans for each student P-6
- Updates are provided through the year during the allocated training sessions.
- Team Leaders are required to inform Emergency Teachers of any cohort Anaphylaxis or allergy needs.

### **Staff training**

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- All teachers and Education Support staff and any other member of school staff as required by the principal based on a risk assessment.

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.

Staff 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 2 years including the Physical Education teacher and Office Anaphylaxis Coordinator. Each briefing will address:

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|              | <ul style="list-style-type: none"> <li>• this policy</li> <li>• the causes, symptoms and treatment of anaphylaxis</li> <li>• the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located</li> <li>• how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector</li> <li>• the school’s general first aid and emergency response procedures</li> <li>• the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.</li> </ul> <p>When a new student enrolls at Grovedale West Primary School who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student’s parents and ensure that appropriate staff are trained and briefed as soon as possible.</p> <p>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 school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.</p> |
|              | <p><b>FURTHER INFORMATION AND RESOURCES</b></p> <ul style="list-style-type: none"> <li>• School Policy and Advisory Guide: <ul style="list-style-type: none"> <li>○ <a href="#">Anaphylaxis</a></li> <li>○ <a href="#">Anaphylaxis management in schools</a></li> </ul> </li> <li>• Allergy &amp; Anaphylaxis Australia: <a href="#">Risk minimisation strategies</a></li> <li>• ASCIA Guidelines: <a href="#">Schooling and childcare</a></li> <li>• Royal Children’s Hospital: <a href="#">Allergy and immunology</a></li> </ul>   |
| Review cycle | This policy was last updated on 14/11/18 and is scheduled for review in November 2019  |