

Anaphylaxis Management Policy

SCHOOL STATEMENT

Lake Bolac College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Lake Bolac College recognises that it is difficult to achieve a completely allergen free environment in a school context and is committed to adopting and implementing a range of procedures and risk minimisation strategies:-

- > To reduce the risk of a student having an anaphylactic reaction at school.
- > To ensure that staff members are trained to respond appropriately if a student has an anaphylactic reaction and
- > In the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan will be followed.

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 (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.

School Staff will implement and monitor the student's Individual Anaphylaxis Management Plan.

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 (e.g. class parties, cultural days, incursions).

Location of Plans

Copies of each student's Individual Anaphylaxis Management Plan will be kept in various locations around the School so that it is easily accessible by School Staff in the event of an incident, including the student's classroom, the canteen, the sick bay, the school office, staff room.

Responsibilities of the Parent

- > provide the ASCIA Action Plan;
- > inform the School in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
- > provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed; and
- > provide the School with an EpiPen® that is current and not expired for their child.

PREVENTION STRATEGIES

It is important to remember that minimisation of the risk of anaphylaxis is everyone's responsibility: the School (including the Principal and all School Staff), Parents, students and the broader school community.

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Parents have important obligations under the Order (and the School's Anaphylaxis Management Policy).

Parents must:

- > communicate their child's allergies and risk of anaphylaxis to the School at the earliest opportunity, preferably on enrolment;
- > continue to communicate with School Staff and provide up to date information about their child's medical condition;
- > provide the School Staff with an ASCIA Action Plan;
- > participate in yearly reviews of their child's Individual Anaphylaxis Management Plan; and
- > ensure that their child has an Adrenaline EpiPen® that is current and not expired at all times.

The School will:

IN SCHOOL SETTINGS (CLASSROOMS)

- > Keep a copy of the student's Individual Anaphylaxis Management Plan in the classroom. Be sure the ASCIA Action Plan is easily accessible even if the Adrenaline EpiPen® is kept in another location.
- > Liaise with Parents about food-related activities ahead of time.
- > Use non-food treats where possible, but if food treats are used in class Parents of students with food allergy provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student.
- > Never give food from outside sources to a student who is at risk of anaphylaxis.
- > Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- > Casual relief teachers, specialist teachers and volunteers will be made aware of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline EpiPen®, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident i.e. seeking a trained staff member.

CANTEEN

- > Volunteers are aware of those students at risk of severe allergic reaction
- > Student's name and photo are displayed in the canteen as a reminder to School Staff and volunteers.

YARD

- > Sufficient School Staff on yard duty must be trained in the administration of the EpiPen® and to be able to respond quickly to an anaphylactic reaction if needed.
- > A Communication Plan is in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard.
- > All yard duty bum bags carry identity cards displaying a photograph of each student/s at risk of anaphylactic reaction. This card is to be sent to notify the office of an anaphylactic reaction in the school yard and that their EpiPen® is required immediately.
- > Yard duty staff must be able to identify, by face, those students at risk of an allergic reaction.

SPECIAL EVENTS (i.e. sporting events, incursions, class parties etc.)

- > Sufficient School Staff supervising the special event are to be trained in the administration of an EpiPen® and are able to respond quickly to an anaphylactic reaction if required.
- > School Staff should consult with Parents in advance to either develop an alternative food menu or request the Parents to send a meal for the student.
- > Parents of other students are to be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at School or at a special School event.

OUT OF SCHOOL SETTINGS (EXCURSIONS / CAMPS ETC)

- > All School Staff members present during camps / excursions are to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
- > Parents are provided the opportunity to accompany their child on camps / excursions.
- > A School Staff member or team of School Staff trained in the recognition of anaphylaxis and the administration of the Adrenaline EpiPen® must accompany any student at risk of anaphylaxis on trips or excursions.

CAMPS AND REMOTE SETTINGS

- > Prior to engaging a camp owner/operator's services the School will make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation the School will consider using an alternative service provider.

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- > Lake Bolac College will not sign any written disclaimer or statement from a camp owner/operator that indicates the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis.
- > The student's EpiPen®, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone will be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be considered, e.g. a satellite phone.
- > Lake Bolac College will purchase an EpiPen® for General Use to be kept in the first aid kit and including this as part of the Emergency Response Procedures.
- > The EpiPen® will remain close to the student and School Staff who should be aware of its location at all times.

SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

- > Individual EpiPen®s will be stored, along with Individual ASCIA Action Plan, in the First Aid Room on the display board. (Office).
- > Communication with School Staff, students and Parents will occur in accordance with the Lake Bolac College Anaphylaxis Communication Plan.
- > When a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care or supervision of the School outside of normal activities, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School, the Principal will ensure that there are a sufficient number of School Staff present who have:
 1. Successfully completed an Anaphylaxis Management Training Course in the last three years; and
 2. Participate in a briefing, to occur twice per calendar year, with the first briefing to be held at the beginning of the school year, on:
 - > The Schools Anaphylaxis Management Policy;
 - > Causes, symptoms and treatment of Anaphylaxis;
 - > Identities of students diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction where their medication is located;
 - > How to use an EpiPen®s, including hands on practise with a trainer EpiPen®;
 - > The location of, and access to Adrenaline EpiPen®s that have been provided by Parents or purchased by the School for general use.

EPIPEN®S FOR GENERAL USE

The school will purchase two EpiPen®(s) for General Use and as a back up to those supplied by Parents.

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

- > the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- > the accessibility of Adrenaline EpiPen®s that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- > the availability and sufficient supply of Adrenaline EpiPen®s 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
- > the Adrenaline EpiPen®s for General Use have 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 FOR ANAPHYLAXIS INCIDENTS

At the beginning of each school year staff are provided with a list of students that have allergies and / or have the potential for anaphylactic reaction. These will be updated throughout the year if necessary.

Staff will receive Individual Anaphylaxis Management Plans to be placed:

- > in student's classroom;
- > in specialist areas such as Art / Music / Library;
- > on school excursions – staff will complete Excursion Checklist indicating they have collected individual and General Use EpiPen for excursion (checklist is to be provided and signed by Principal);
- > on school camps; and
 - > **Ambulance Assistance Cards**, along with individual **Urgent Assistance Required** cards will be displayed near phones at School Offices i.e. Classroom, Specialists, Welfare and Admin Offices
 - > Canteen and Multi-Purpose Room

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School Staff will be

- > trained; and
- > briefed at least twice per calendar year

Parents will be

- > made aware when students have severe allergic reactions via the newsletter at the start of each term
- > asked to refrain from sending certain food items to school
- > made aware of Anaphylaxis Plans that will be displayed in areas frequented by parents / volunteers i.e. canteen, classrooms etc.

Students will be made aware

- > of a fellow student with the potential to have a severe allergic reaction.
- > They must always take food allergies seriously
- > They don't share food with friends who have food allergies
- > Wash their hands after eating
- > If a school friend becomes sick, get help immediately even if the friend does not want to.
- > They don't pressure friends to eat food they are allergic to.

Individual EpiPen®s for students who may have an anaphylactic reaction are kept on the back wall in the Office storeroom.

The EpiPen® is to accompany the student to excursions, including sports and camp.

CLASSROOM MEDICAL CRISIS

- > Staff member to stay with the child in crisis at all times and call for help.
- > Student or other staff member to take Individual Identity Card to notify office that immediate assistance is required and to bring EpiPen® to the student and to ring for an ambulance.
- > EpiPen® to be administered as per instructions.
- > Alternate staff member to remove other students from the classroom.
- > Classroom teacher to stay with the child and receive support from an additional staff member.
- > Call child's parents to notify them of situation.

YARD MEDICAL CRISIS

- > Staff member to stay with the child in crisis at all times and call for help.
- > Student or other staff member to take Individual Identity Card to notify office that immediate assistance is required, to bring EpiPen® to the student and to ring for an ambulance.
- > EpiPen® to be administered as per instructions.
- > Other staff member to remove remaining students from the yard to another area to be supervised.
- > Yard duty teacher to stay with the child and receive support from an additional staff member.
- > Call child's parents to notify them of situation.

MEDICAL CRISIS ON EXCURSION, CAMP OR SPORTS DAYS

A child who may suffer from an anaphylactic reaction is to be with their own classroom teacher when away from school. In the camp situation, the child is to be in their classroom teacher's group at all times. When away from school due to interschool sports or sports days, the child's EpiPen® is carried by a teacher, possibly their classroom teacher, who is travelling with the child to the sport location.

EpiPen®s must accompany the student whenever they leave the school for an excursion or camp. The EpiPen® will be carried by the student's classroom teacher.

All EpiPen®s that are removed from the First Aid room due to an excursion or camp must be returned upon arrival at school.

- > Staff member to stay with the child in crisis at all times and call for help.
- > A different staff member or parent helper will remove remaining students from the location to another area to be supervised.
- > Teacher to stay with the child and receive support from an additional staff member or parent helper.
- > Notify excursion or camp supervisor about the anaphylactic reaction and the need for an ambulance. Call 000 or 112 if no reception.

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STAFF TRAINING

The following School Staff will be appropriately trained:

- > School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- > Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- > an Anaphylaxis Management Training Course in the three years prior; and
- > participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
 - > 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 EpiPen®®, including hands on practise with a trainer Adrenaline EpiPen® device;
 - > the School's general first aid and emergency response procedures; and
 - > the location of, and access to, Adrenaline EpiPen® that have been provided by Parents or purchased by the School for general use.

The briefing will be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

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.

ANNUAL RISK MANAGEMENT CHECKLIST

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

DIRECTIONS FOR USING EPIPEN®

- > Lay person flat and give EpiPen®
- > Form fist around EpiPen® and pull off blue safety release
- > Place orange end against outer mid-thigh (with or without clothing)
- > Push down hard until a click is heard or felt and hold in place for 10 seconds.
- > Remove EpiPen®, massage injection site for 10 seconds.
- > Phone ambulance
- > Phone family / emergency contact

This policy was ratified by School Council in May 2017.