

## **1. Rationale:**

At Greenvale Primary School we believe it is important that school staff and the parent/carers are well informed about the management of students who have been identified by a medical practitioner as being at risk of an anaphylactic reaction (severe allergic reaction).

Our school will comply with Ministerial Order 706 and associated guidelines in regard to anaphylaxis management. In the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed.

## **2. Aims:**

- 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 the student's schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

## **3. Implementation:**

### **3.1 Parent Responsibilities**

Parents are to

- Inform the School in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed at the time as being at risk of anaphylaxis.
- Obtain an ASCIA Action Plan from the student's Medical Practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the School.
- Inform School Staff in writing of any changes to the student's medical condition and if necessary, provide an updated ASCIA Action Plan.
- Provide the School with an up to date photo for the student's ASCIA Action Plan and when the plan is reviewed.
- Meet with and assist the School to develop the student's Individual Anaphylaxis Management Plan, including risk management strategies.
- Provide the School with an EpiPen and any other medications that are current and not expired.
- Replace the student's EpiPen and any other medication as needed, before their expiry date or when used.
- Assist School Staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days).
- If requested by School Staff, assist in identifying and/or providing alternative food options for the student when needed.
- Inform School Staff in writing of any changes to the student's emergency contact details.
- Participate in reviews of the student's Individual Anaphylaxis Management Plan:
  - when there is a change to the student's condition;
  - as soon as practicable after the student has an anaphylactic reaction at School;
  - at its annual review; and
  - prior to the student participating in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the School.
- The parent of the child must inform the Out of School Hours staff of their child's allergy and the appropriate medical response.

### **3.2 Prevention**

- Prevention strategies will take into account in all the following environments – in classrooms, in the yard, incursions, excursions, at school special events, camps, at school canteen,

- Where necessary, and with parental consent, a letter of explanation may be distributed to the families within the class of the health concern and consequent classroom strategies to follow for the specific student.
- Staff are to
  - know and follow the prevention and risk minimisation strategies in the student's Individual Anaphylaxis Management Plan
  - Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at School, or away from School.
  - Work with Parents to provide appropriate food for their child if the food the school/class is providing may present a risk for him or her
  - Avoid the use of food treats in class or as rewards, as these may contain hidden allergens
  - 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 aware of the risk of cross-contamination when preparing, handling and displaying food.
  - Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
  - Raise student awareness about severe allergies and the importance of their role in fostering a School environment that is safe and supportive for their peers

### 3.3 School Responsibilities

- 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.
- School Staff will undertake an Anaphylaxis Management Training Course. School staff must complete one of the following options to meet the anaphylaxis training requirements of MO706:

#### Option 1

**All school staff** - ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor. This course is provided by ASCIA, is free for all Victorian schools and valid for 2 years.

#### **AND**

**2 staff per school or per campus** (School Anaphylaxis Supervisor) - *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC*. This course is provided by the Asthma Foundation, is free to government schools and is valid for 3 years.

#### Option 2

**School staff (as determined by the principal)** - *Course in First Aid Management of Anaphylaxis 22300 VIC (previously 22099VIC)*. This course is provided by St John Ambulance free for government schools until 30/6/16, and then paid for by each school thereafter. Schools may elect to pay for this course through any other RTO that has 22300 VIC in their scope of practice. The training is valid for 3 years.

#### Option 3

**School staff (as determined by the principal)** - *Course in Anaphylaxis Awareness 10313NAT*. This course is provided by any RTO that has this course in their scope of practice paid for by each school. The training is valid for 3 years.

**Please note:** First Aid training does **NOT** meet the requirements of anaphylaxis training requirements under MO706.

- School staff will 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:
  - a) the School's Anaphylaxis Management Policy;
  - b) the causes, symptoms and treatment of anaphylaxis;
  - c) 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;
  - d) how to use an Epipen, including hands on practise with a trainer Epipen device;
  - e) the School's general first aid and emergency response procedures; and
  - f) the location of, and access to, Epipens that have been provided by parents or purchased by the School for general use.
- Any person who has completed Anaphylaxis Management Training in the last 2 years can lead the briefing.

- The school will purchase spare or 'backup' adrenaline auto-injection devices(s) as part of the school first aid kit(s), for general use.
- The school will complete of an Annual Anaphylaxis Risk Management Checklist.
- The school will educate students and parents about anaphylactic issues via newsletter articles and specific classroom sessions.
- Notification of specific children with allergies will be included in the Casual Relief Teacher folder.
- Identified students will not be isolated or excluded from any activity, within reason.

### 3.4 Camps / Excursions

- The Principal will ensure that there are a sufficient number of school staff present who have been trained
- Student's EpiPens will be taken on camps and excursions as required along with the Individual Management Plans.
- Spare EpiPen/s will also be provided by the school for camps and excursions.
- Risk Management plans for the camp/.excursion must take into account anaphylactic conditions
- A parent or substitute adult can be invited to attend the school camp with the student if required
- Parents and staff will liaise with campsite personnel to ensure adequate precautions and safety measures are instituted prior to the camp commencing.
- All attending supervising adults will have an understanding of treatment necessary for students who exhibit serious allergy characteristics.
- Specific food requirements will be supplied by the parents if requested.

### 3.5 Individual Management Plans

- The principal will ensure that an Individual Anaphylaxis Management Plan (that includes an individual ASCIA Action Plan for Anaphylaxis) for each affected student, developed in consultation with the student's parents/carers and medical practitioner is available at school.
- 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.
- The Individual Anaphylaxis Management Plan must be kept with each student's EpiPen. These are stored in the First Aid Room.
- 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).

### 3.6 School 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 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.
- Casual relief staff of students at risk of anaphylaxis will be informed about students at risk via the school CRT folder and by the Assistant Principal.

#### **4. Evaluation:**

- This policy will be reviewed every three years as part of the school's ongoing policy and process review cycle.

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#### **References and Related Documents:**

1. DET Guidelines at <https://www2.education.vic.gov.au/pal/anaphylaxis/guidance>
2. Ministerial Order 706
3. Greenvale Primary School Anaphylaxis Procedures – see attachments
4. **Australasian Society of Clinical Immunology and Allergy (ASCI)** provide information on allergies. ASCIA anaphylaxis e-training provides ready access to anaphylaxis management education throughout Australia and New Zealand, at no charge. The child care versions of the courses, incorporating training in the use of the Adrenaline Autoinjector devices Epipen® and Anapen®, have been approved by ACECQA for the purposes of meeting the requirements of the National Regulations. Further information is available at: <http://www.allergy.org.au/>

*This policy was ratified by School Council in May 2022*

# EMERGENCY PROCEDURES FOR A STUDENT WITH AN ANAPHYLACTIC REACTION IN THE SCHOOL YARD

## **If the emergency occurs in the yard:**

All staff must be aware of these children. If in doubt, assume that the child is having a reaction and implement the plan. The First Aid / Administration staff who attend will determine the child's needs.

## **Yard Duty Staff:**

- The yard duty staff member is to remain with the child. Do **NOT** move the child.
- Immediately put a call out via the cordless phone that you have a medical emergency, a student with an anaphylactic reaction. You will need to supply the name of the student having the anaphylactic reaction. **You need to state exactly where you are located.**
- Send two students to the office to direct the response team to the site of the emergency.
- Use the cordless phone to broadcast the emergency to the other yard duty teachers or send two other senior students to alert the nearest yard duty teacher. This teacher is to obtain the nearest EpiPen (from the BER or canteen) and then will be directed to the site to deliver the EpiPen and clear the immediate area of students. (i.e. 'crowd control')
- On arrival of the Response Team, the yard duty teacher assists with keeping the area clear of student observers.

## **At the office:**

### **Response Team:**

- A First Aid officer and a member of the school's executive to be contacted urgently. (These staff will be referred to as the "Response Team" throughout this document.)
- The executive officer (Principal or other) to collect a mobile phone.
- A First Aid officer to collect EpiPen from the First Aid Room
- The Response Team to have the students who reported the incident take them quickly to the site where the child is.

### **Assistant Principal or next in charge:**

- If an ambulance is called, a member of the school's executive who remains in the office delegates a person to meet the ambulance and direct it to the site.
- Organise a staff member to contact the parents of the child concerned.
- Organise for 3-4 staff members to clear the area in the playground to allow space for the ambulance to move safely.
- Office staff contacts the *ISOC 1800 126 126* to report a Critical Incident.

## **On Site:**

- The Response Team to assess the situation. If an anaphylactic reaction is confirmed, call an ambulance using the mobile phone on site. Instructions to ambulance: "***We have a child suffering a life-threatening allergic reaction. We need a MICA ambulance urgently.***"
- Do **NOT** move the child.
- EpiPen to be administered if deemed necessary. Always administer if in doubt.
- The main office to be contacted to inform the Assistant Principal or next in charge that an ambulance has been called and for the parents to be contacted.
- Comfort the child until the ambulance arrives.

# EMERGENCY PROCEDURES FOR A STUDENT WITH AN ANAPHYLACTIC REACTION IN THE CLASSROOM OR SPECIALIST PROGRAM

The class teacher and specialists must be fully aware of anaphylactic students.

## **Class or Specialist Teacher:**

- Remain with the child. Do **NOT** move the child.
- Immediately contact the school office using the phone in the room or by sending students to call the teacher in the nearest room to do this.
- If necessary, send two students to the general office to report an emergency.
- You will need to supply the name of the student having the anaphylactic reaction and what classroom you are in.
- Any other teacher or adult in the area to collect the nearest EpiPen from the BER or canteen.
- The teacher from the next classroom takes the children from the 'emergency room' into their room to allow the Response Team (and possibly the ambulance) to work unhindered.
- On arrival of the Response Team, the class or specialist teacher assists with keeping the area clear of student observers.
- **NOTE:** If this occurs during PE and the class is in the yard, follow the process under "In the Yard".

## **At the School Office:**

### **Response Team:**

- A First Aid officer and a member of the school's executive to be contacted urgently. (These staff will be referred to as the "Response Team" throughout this document.)
- The executive officer (Principal or other) to collect a mobile phone.
- A First Aid officer to collect EpiPen from the sick bay
- The Response Team to move quickly to the site where the child is.

### **Assistant Principal or next in charge:**

- If an ambulance is called, a member of the school's executive who remains in the office delegates a person to meet the ambulance and direct it to the site.
- Organise a staff member to contact the parents of the child concerned.
- Organise for at least one staff member to clear the area to allow space for the ambulance to move safely. Also provide any back up support as required.
- Office staff contacts the *ISOC 1800 126 126* to report a Critical Incident.

## **On Site:**

- The Response Team to assess the situation. If an anaphylactic reaction is confirmed, call an ambulance using the mobile phone on site. Instructions to ambulance: "***We have a child suffering a life-threatening allergic reaction. We need a MICA ambulance urgently.***"
- Do **NOT** move the child.
- EpiPen to be administered if deemed necessary. Always administer if in doubt.
- The main office to be contacted to inform the Assistant Principal or next in charge that an ambulance has been called and for the parents to be contacted.
- Comfort the child until the ambulance arrives.

## **EMERGENCY PROCEDURES FOR A STUDENT WITH AN ANAPHYLACTIC REACTION ON AN EXCURSION OR AT CAMP**

The teachers involved in the excursion / camp must be fully aware of any anaphylactic students.

- Class teacher to take EpiPen on excursion / camp and ensure that it is available at short notice if required. The EpiPen must be with the group the child is in.
- If a child has an anaphylactic response, remain with the child. Do **NOT** move the child.
- Teacher in charge of excursion (or teacher in charge of group) to administer EpiPen.
- One teacher is to ring for the Ambulance and instructions are to be followed.
- School to be contacted so parents can be informed.
- Other staff /adults assist with keeping the area clear of student observers.
- Staff member who rang the school is to notify excursion administration if applicable or camp personnel.
- Comfort the child until the ambulance arrives.
- If the student is taken to a hospital by ambulance, a staff member must accompany the student until a parent/carer arrives

## **ANAPHYLAXIS PROCEDURES AND GUIDELINES FOR STAFF**

- All staff must have a current and relevant Anaphylaxis training (see Greenvale Anaphylaxis policy)
- A copy of the classroom and school yard emergency plan is to be placed in every staff pigeonhole early in the year. (After training)
- Copies of the relevant children's photos are to be displayed in the sickbay, PE Office, Art and Music office, Italian office, Library office, and CRT folders.
- All staff will be emailed details of all anaphylactic students at the beginning of each year.
- Copies of the relevant children's photos are to be placed in each Yard Duty Folder.

**Each child who suffers from anaphylaxis is to have a kit supplied by the parents placed prominently in the First Aid Room. It is to contain:**

- Colour photograph of these children as per school issue
- Current EpiPen (Supplied by parents)
- Copy of emergency plan. (Medical)
- Personal information sheet providing the child's details as required by ambulance etc
- "How to use an EpiPen" instruction sheet.