

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 to the office or First Aid Room 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.