



Anaphylaxis Policy

SCHOOL STATEMENT

Yarraville West Primary School will fully comply with Ministerial Order 706 and associated Guidelines on Anaphylaxis Management as published by the Department of Education and Early Childhood Development and amended from time to time. Detailed procedures for the implementation of this policy are specified in the document 'Procedures for the management of anaphylaxis within the school'.

RATIONALE

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 (e.g. cashews), cow's milk, fish and shellfish, wheat, soy sesame, latex, certain insect stings and some medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed as at risk, awareness of triggers (allergens), and avoiding exposure to confirmed allergens. Appropriate avoidance measures are critically dependant on education of the child, their peers and all school staff. Partnerships between schools and parents are important to ensure that certain foods or items are kept away from the student while at school.

The most effective first aid treatment for anaphylaxis is adrenaline administered to the muscle of the outer mid-thigh using an Adrenaline Autoinjector.

GOALS

- To ensure any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis has an Individual Anaphylaxis Management Plan.
- To use a range of prevention strategies 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 continue to communicate with the school community to raise awareness about anaphylaxis and the school's anaphylaxis management policy.
- 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 current training and adequate knowledge about allergies, anaphylaxis and the school's policy and procedures for an emergency response to anaphylactic reactions in responding to an anaphylactic reaction.

- To maintain a supply of the appropriate number of current Adrenaline Autoinjector(s) at a range of locations within the school.
- To complete an annual Risk Management Checklist as published by the Department to monitor the school's compliance with the obligations specified.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Assistant Principal (Wellbeing), as a nominee of 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 diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimize the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions.
- 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.
- An emergency procedure plan (ASIA Action Plan), provided by the parent, that sets out the emergency procedures to be taken in the event of an allergic reaction. The emergency plan will be signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan. It will include a photograph of the student and be dated.

The student's Individual Management Plan will be reviewed, in consultation with the student's parents/carers in all of the following circumstances:

- annually;
- if the student's condition changes;
- as soon as practicable after the student has an anaphylactic reaction; 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).

It is the responsibility of the parent to:

- provide the emergency procedure plan (ASIA Action Plan);
- inform the school if their child's medical condition changes, and if relevant provide and updated emergency procedure plan (ASIA Action Plan);
- provide an up-to-date photo for the emergency procedures plan (ASIA Action Plan) when the plan is provided to the school and when it is reviewed; and
- provide the school with an Adrenaline Autoinjector that is current and not expired for their child.

COMMUNICATION PLAN

The Assistant Principal (Wellbeing) is responsible for ensuring that information is provided to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

This information includes how staff will 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.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed and their role in responding to an anaphylactic reaction by a student in their care by the Assistant Principal (Wellbeing).

All staff will be briefed once each semester by a staff member who has up to date (within 12 months) anaphylaxis management training on:

- the school's anaphylaxis management policy;
- the causes, symptoms and treatment of anaphylaxis;
- the identities of students diagnosed at risk of anaphylaxis and where their medication is located;
- how to use an Adrenaline Autoinjector, including hands-on practice with a trainer device;
- the location of and access to Adrenaline Autoinjectors that have been provided by Parents or purchased by the school for general use; and
- the school's first aid and emergency response procedures.

STAFF TRAINING AND EMERGENCY RESPONSE

Procedures for emergency response to anaphylactic reactions are specified in the procedural document 'Procedures for the management of anaphylaxis within the school' (attached). This includes a current and complete list of students at risk, the location of Individual Anaphylaxis Management Plans and ASCIA Action Plans, storage and accessibility of Adrenaline Autoinjectors and how communication between the school, students and parents is to occur.

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.

At other times while the student is under the care of supervision of the school, including excursions, yard duty, camps and special event days, the Assistant Principal (Wellbeing) must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

The Assistant Principal (Wellbeing) will identify the school staff to be trained based on a risk assessment. Training will be provided to these staff as soon as practicable after the student enrolls.

Wherever 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.

The school's first aid procedures and student's emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

ADRENALINE AUTOINJECTORS FOR GENERAL USE

The Assistant Principal (Wellbeing) will ensure the school purchases Adrenaline Autoinjector(s) for General Use and as a back up to those supplied by Parents.

The Assistant Principal (Wellbeing) will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, they will consider the following:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors 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 Autoinjectors 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 replacement of Adrenaline Autoinjectors at the school's expense, either at the time of use or expiry (usually within 12–18 months), whichever is first.

ANNUAL RISK MANAGEMENT CHECKLIST

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

PREVENTION STRATEGIES

YWPS has a range of Risk Minimisation and Prevention Strategies in place (specified in the procedural document 'Procedures for the management of anaphylaxis within the school') for all relevant in-school and out-of-school settings. These include:

- declaring classrooms with students who have a diagnosis of anaphylaxis as Nut Safe Zones and posting classroom-specific allergen alerts;
- informing parents of classmates of children at risk;
- including information about anaphylaxis in the school newsletter; and
- ensuring the canteen is a Nut Safe Zone.

Updated May 2014
Ratified by School Council 14 May 2014
Review: no later than 2016