



## Procedures for the Management of Anaphylaxis within the School

REVISED MAY 2014

This document provides the detailed procedures to be followed to fulfil Yarraville West Primary School's Anaphylaxis Policy. It is consistent 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.

It identifies the responsibilities of senior staff and individual classroom teachers with students who have been diagnosed by a Medical Practitioner as being at risk of anaphylaxis including strategies for the prevention and minimisation of risk, protocols for school camps and excursions, and the response to an anaphylactic episode.

These procedures apply at all times at school or school events including (but not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- in the canteen;
- during recess and lunchtime;
- before and after school; and
- at special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

### RESPONSIBILITIES OF STAFF

#### Assistant Principal (Wellbeing) and Student Admin Officer

- Identify new students with a diagnosis of anaphylaxis
- Ensure that Emergency Management Plans are developed for these students.
- Review and/or update the Emergency Management Plans for students already attending YWPS. Will check the expiry dates of all Adrenalin Autoinjector and clearly label the end date. (See attached)
- Store EMPs for all students with a photograph attached to the outside of the pouch for easy identification.
- Store each student's Adrenalin Autoinjector in the School Office and keep easily accessible.
- Keep an appropriate number of generic Adrenalin Autoinjectors at the School Office, and the canteen/hall.
- Distribute information about children with severe allergies to each class. This information is to be readily available to alert Casual Replacement Staff.
- Place a label on the front of the black Class Attendance Folder alerting replacement staff to students in that class with a medical alert.

- Provide a copy of the child's EMP to the classroom teachers.
- Brief all staff at a staff meeting at the beginning of each year, identifying all students with a diagnosis of anaphylaxis.
- Display photographs of students with a diagnosis of anaphylaxis in the staffroom with their allergies clearly displayed.
- Develop and implement a training schedule for the current year as soon as is practicable. Keep a copy of the training schedule with the policy and procedures document.
- Declare classrooms with students who have a diagnosis of anaphylaxis as Nut Safe Zones and post an Allergen Alert which lists the identified triggers of children in the class.
- Ensure that the School Canteen is a Nut Safe Zone annually. This means the canteen will not stock items with the relevant allergens as ingredients, but does not include removing foods labelled as 'may contain traces of ...' allergens.
- Ensure that parents/carers are reminded to observe the nut free policy for all fundraisers and class activities.
- Include information about anaphylaxis and current allergens for all parents/carers in the school newsletter at the beginning of the year and as needed throughout the year.
- Complete an annual Risk Management Checklist to monitor the school's compliance with the obligations specified by the Department.

### Classroom teachers

- Will display a copy of the EMP in their classroom.
- Will send a note home informing parents/carers of the Nut Safe Zone classroom and the reasons for it (copy attached).
- Will clearly display a sign declaring their classroom is aiming to be a Nut Safe Zone (copy attached).
- Will clearly display a sign listing the identified allergens for children in their class (copy attached).
- Will ensure that they check the location of the student's EMP and Adrenalin Autoinjector in the School Office and know where the generic Autoinjectors are stored.
- Will undergo training in the identification of allergic reactions and the use of an Adrenalin Autoinjector.
- Will always take a child's Adrenalin Autoinjector and EMP on school excursions and will return it to the Office at the conclusion of the class excursion/camp.
- Will educate all students in the class about the need to avoid exposing classmates to allergens and reinforce the importance of not bringing allergen-containing food to school, and not sharing or trading food or drinks.

### All staff

- Will discourage trading or sharing of food, food containers or drink bottles
- Will reinforce to students the importance of clearly labelling their food and drink containers
- Will provide age-appropriate education to other students and their parents about anaphylaxis to gain their support in minimising the risk of the affected student's exposure to allergens, alert other students to the need to immediately inform a teacher if they become aware a classmate

has come into contact with an allergen, and minimise the potential for teasing or provocation that may result in risk taking associated with allergens.

## SPECIAL EVENTS (OFF SITE)

### School Camps

- The staff member responsible for the medical needs of students attending school camps will ensure that the EMP and Adrenalin Autoinjectors are taken on camp.
- A generic Adrenalin Autoinjector will be taken on school camp as a back-up.
- All staff attending school camps will have undergone anaphylaxis training prior to the camp.
- EMPs and Adrenalin Autoinjectors will be easily accessible, if needed, at all times for those students with a diagnosis of anaphylaxis.
- Parents will be responsible for ensuring that a current EMP and Adrenalin Autoinjector is taken on camp for their child.

### Excursions

- All staff attending excursions will have undergone anaphylaxis training prior to the excursion.
- The class teacher will ensure that the student's EMP and Adrenalin Autoinjectors are taken on excursion.
- A generic Adrenalin Autoinjector will be taken on excursions as a back-up.
- Class teachers are responsible for ensuring that the Autoinjectors are returned to the office at the conclusion of the excursion.

## RESPONSE TO ANAPHYLAXIS

School staff are trained to recognise the symptoms of anaphylaxis. When students have an anaphylactic reaction, YWPS staff will:

- ask students whether they have self-administered an Adrenaline Auto-injector (such as EpiPen®/Anapen®)
- if the student has not already done so, administer an Adrenaline Autoinjector
- call an ambulance
- contact the student's emergency contact person and then contact Emergency Services Management (9589-6266).

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