



Yarraville West Primary School

Anaphylaxis Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	8 th September 2021
Approved by	Principal
Next scheduled review date	2024



Help for non-English speakers

If you need help to understand the information in this policy please contact Nicole Arnold or Sally Emery, 9314-7714.

PURPOSE

To explain to Yarraville West Primary School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Yarraville West Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Yarraville West Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Yarraville West Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Yarraville West Primary School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Yarraville West Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

Plans and adrenaline autoinjectors are located in the Sick Bay.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the Sick Bay, together with the student's adrenaline autoinjector. Adrenaline autoinjectors are labelled with the student's name.

Some students may have an additional autoinjector and plan in their classroom. For these students, a copy of their Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at their classroom.

Adrenaline autoinjectors for general use are available at the Sick Bay and the Outside School Hours Care Service, and are labelled "general use".

Risk Minimisation Strategies

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, fees or class parties, excursions and overnight excursions.

RESPONSIBILITIES OF STAFF

Assistant Principal (Wellbeing) and First Aid 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 Auto-injectors 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 Auto-injector in the School Office and keep easily accessible.
- Keep an appropriate number of generic Adrenalin Auto-injectors 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 of students who have a diagnosis of anaphylaxis as Nut Safe Zones and post an Allergen Alert which lists the identified triggers of those 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 maintain a copy of the EMP in their classroom.
- Will send a note home informing parents/carers of any allergens to avoid including in special occasion treats, eg birthday cake
- Will clearly display a sign listing the identified allergens for children in their class
- Will ensure that they check the location of the student's EMP and Adrenalin Auto-injector in the Sick Bay and know where the generic Auto-injectors are stored.

- Will undergo training in the identification of allergic reactions and the use of an Adrenalin Auto-injector
- Will always take a child's Adrenalin Auto-injector 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 sharing or trading food or drinks.

All Staff

- Will discourage trading of 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 Auto-injectors are taken on camp.
- A generic Adrenalin Auto-injector 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 Auto-injectors 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 Auto-injector is taken on camp for their child.

Excursions

- All staff attending excursions will have undergone anaphylaxis training prior to the excursion.
- The class teacher, or teacher in charge (if the classroom teacher is not attending) will ensure that the student's EMP and Adrenalin Auto-injectors are taken on excursion.
- A generic Adrenalin Auto-injector will be taken on excursions as a back-up.
- Class teachers are responsible for ensuring that the Auto-injectors are returned to the office at the conclusion of the excursion.

Other strategies include:

- Encouraging everyone to wash hands before and after eating
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves worn when picking up papers or rubbish in the playground;

Adrenaline autoinjectors for general use

Yarraville West Primary School will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at the Sick Bay and Outside School Hours Care Service] and labelled “general use”.

The First Aid Officer is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Yarraville West Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the First Aid Officer, Vicki Bouchier, and stored in the Sick Bay. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none">• Lay the person flat• Do not allow them to stand or walk• If breathing is difficult, allow them to sit• Be calm and reassuring• Do not leave them alone• Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at Sick Bay• If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none">• Remove from plastic container• Form a fist around the EpiPen and pull off the blue safety release (cap)• Place orange end against the student’s outer mid-thigh (with or without clothing)• Push down hard until a click is heard or felt and hold in place for 3 seconds• Remove EpiPen• Note the time the EpiPen is administered• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)

Step	Action
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Communication Plan

This policy will be available on Yarraville West Primary School's website so that parents and other members of the school community can easily access information about Yarraville West Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Yarraville West Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Yarraville West Primary School's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

Staff training

The Principal will ensure that all teaching staff and staff directly responsible for First Aid are appropriately trained in anaphylaxis management.

All staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Yarraville West Primary School uses the following training course ASCIA eTraining course (with 22579VICVIC, or 22578VIC or 10710NAT).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years, (Re Casey or Naomi Nishiguchi) Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Yarraville West Primary School who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained on the OHS Activities Calendar. The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- Procedures for Managing Anaphylaxis at YWPS. The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.