



# ANAPHYLAXIS MANAGEMENT COMMUNICATION PLAN

All staff will be trained in Anaphylaxis management as stipulated in the Anaphylaxis Management Policy.

Parents of students with a diagnosis of Anaphylaxis must provide the school with an individual Action Plan completed by a Medical Practitioner and an EpiPen (if prescribed). An individual anaphylaxis management plan will be developed in consultation with the student's parents and will provide information as stipulated in the Anaphylaxis Policy document.

The Anaphylaxis management plan and a photo of the student will be pinned up on the First Aid noticeboard in the First Aid room.

All staff will be alerted as to which students have an anaphylaxis diagnosis by posting photos of each student on the staffroom notice board. Staff will be directed to read all Anaphylaxis Management Plans stored in the First Aid room.

Relief Teachers will be alerted of students at risk of anaphylaxis in their grade via CRT Information Sheet (given at commencement of day). This sheet will advise the Relief Teacher to check the classroom roll for a photo identifying the individual child with this condition and further information. Photos of individual students will also be placed in the Specialist Teachers' rolls.

In the event of an anaphylactic reaction the following steps will be followed:

## **Classroom (including Specialists):**

- In the event of an anaphylaxis reaction, the classroom teacher / specialist will remain with the child and class.
- Classroom teacher / specialist to either dial extension 101 (first aid) or send a child (messenger) immediately to the office with (anaphylaxis alert / urgent) communication card and child's name, which will alert first aid officer to come immediately to the classroom with the individual child's EpiPen, action plan and school general use auto injector.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer.
- Parents immediately notified by office staff.

### **Playground:**

- First aid bumbags will each contain an “anaphylaxis alert” card.
- In the event of an anaphylaxis reaction, the yard duty teacher will remain with the child.
- Yard duty teachers will be encouraged to carry a mobile phone while on yard duty.
- Yard duty teacher to phone the office (8787 5390)/send a child (messenger) immediately to the office with “anaphylaxis alert” card and child’s name which will alert first aid officer to come immediately to the playground with the individual child’s EpiPen, action plan and school general use auto injector.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer.
- Parents immediately notified by office staff.

### **Excursions / Sports Days / Special Events:**

- All staff (including relief staff) & volunteers will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the Teacher in Charge.
- Wherever possible, the individual child’s parent will be asked by the class teacher to accompany the class on excursions/sports days/special events and will be requested to provide a second backup EpiPen (home use). If the child’s parent is in attendance they will carry the student’s back up EpiPen (home use).
- If the parent is not in attendance the first aid teacher will ensure that the individual student’s EpiPen, action plan, back up EpiPen (home use) and school general use auto injector are placed in the first aid bag that will accompany the designated first aid teacher on the excursion/ Sports Day / Special Event.
- The individual student’s prescribed school use EpiPen and school general use auto injector must be signed out from the first aid room by the designated first aid teacher & signed in upon return.
- Wherever practicable (if the parent is not accompanying the student), the designated first aid teacher will ensure he/she is assigned to supervise the group that includes the individual child. Where this is not practicable, each supervising teacher will carry a first aid bum bag. First aid bum bags will each contain an “anaphylaxis alert” card.
- If the student is to be absent from the first aid teacher for a sustained period of time and communication cannot be made with the first aid teacher eg: bush walk, then the supervising teacher will take the EpiPen and back up EpiPen (home use) with him / her and administer medicating treatment as required.
- In the event there is more than one student attending who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- The supervising teacher must ensure they are equipped with a mobile phone/walkie talkie to call for help.
- In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.
- Supervising teacher to phone school office/send a child (messenger) immediately to the first aid teacher with “anaphylaxis alert” card and child’s name which will alert the first aid teacher to come immediately to the area with the school general use auto injector.
- First aid teacher to administer medication as per training.
- Ambulance called by First aid teacher.
- Parents immediately notified by supervising teacher (offsite activity)/office staff (onsite activity).

### **Camp:**

- All staff (including relief staff) and volunteers will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the designated Camp Co-ordinator (determined by the Principal prior to Camp).
- The camp will be advised in advance of any students with food allergies to organise a suitable menu.
- Camp coordinator must ensure that a mobile phone is taken on camp.
- The designated First Aid teacher will ensure that the individual student's EpiPen, back up EpiPen (Home Use), action plan & school general use auto injector is placed in the first aid bag that will accompany the designated first aid teacher on camp. Wherever practicable, the designated First Aid teacher will ensure he/she is designated to supervise the group that includes the individual child/ren.
- The individual student's EpiPen and school general use auto injector must be signed out from the first aid room by the designated first aid teacher & signed in upon return.
- If the student is to be absent from the first aid teacher for a sustained period of time and communication cannot be made with the first aid teacher eg: bush walk, then the supervising teacher will take the EpiPen and back up EpiPen (home use) with him / her and administer medicating treatment as required.
- Supervising teachers will ensure anaphylactic students transferring between rotational camp activities will be accompanied by their relevant medication.
- In the event there is more than one student attending Camp who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- The supervising teacher must ensure they are equipped with a mobile phone/walkie talkie to call for help.
- In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.
  - Supervising teacher to phone first aid teacher/send a child (messenger) immediately to the first aid teacher with "anaphylaxis alert" card and child's name which will alert the first aid teacher to come immediately to the area with the school general use EpiPen.
  - First aid teacher/supervising teacher to administer medication as per training.
  - Ambulance called by First aid teacher.
  - Parents immediately notified by supervising teacher.

### **Canteen:**

- The school canteen will be notified of students diagnosed with anaphylaxis.
- Photos of individual children with this condition will be pinned on the canteen wall by the servery area.
- Canteen staff will be requested to attend staff anaphylaxis briefings

Information will be provided to staff and parents about anaphylaxis and the school's anaphylaxis management policy through the school newsletter and daily bulletin.

<b>Staff Awareness:</b>	<b>Student Awareness:</b>	<b>Parent Awareness:</b>
Anaphylaxis briefing twice per year covering causes, symptoms, treatment	Don't share/swap food	Newsletter articles
Opportunities to practise with the trainer adrenaline auto-injector	Know what your friends are allergic to.	Posters / fact sheets displayed in key locations
All new staff will be provided with a copy of Lynbrook PS Anaphylaxis Management Policy & Communication Plan	Practise good hygiene to minimise the risk of transference of allergens	Volunteers are briefed by classroom teachers of students who have potential for an anaphylactic reaction
Teachers of a student who has potential for an anaphylactic reaction will participate in a meeting with parents & First Aid Officer at commencement of year to complete risk management plan & develop preventative strategies	Don't pressure friends to eat food	
Staff are advised to use appropriate reward treats in class	Classroom education for students in grade helping them to understand their role in keeping anaphylactic classmates safe and healthy and what to do if they encounter a peer experiencing an allergic reaction	
Staff receive regular anaphylaxis training and are assessed in the correct delivery of an auto injector	Students with anaphylactic responses to insects are encouraged to stay away from water & flowering plants and to keep their drinks & food covered while outdoors.	
Student photos and action plans in first aid room, photos in front of classroom rolls, specialist rolls, canteen and staffroom pin board.	Students at risk of an anaphylactic response are encouraged to wear an anaphylaxis wristband.	
Casual Relief Teachers will be notified of students at risk of anaphylaxis via the Daily CRT Information Sheet		

This policy was last ratified by School Council in