



ANAPHYLAXIS POLICY

PURPOSE

To explain to Lynbrook 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 Lynbrook 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

Lynbrook 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 Lynbrook 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 Lynbrook Primary School is responsible for developing a plan in consultation with the student's parents/carers, First Aid Officer, Teacher and Leading Teacher.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Lynbrook 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

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

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Lynbrook Primary School, we have put in place the following strategies:

- *staff and students are regularly reminded to wash their hands after eating;*
- *students are discouraged from sharing food*
- *garbage bins at school are to remain covered with lids to reduce the risk of attracting insects*
- *gloves must be worn when picking up papers or rubbish in the playground;*
- *school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination*
- *year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays*
- *a general use EpiPen will be stored at the Sick Bay and in the gym for ease of access.*
- *Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.*

Adrenaline autoinjectors for general use

Lynbrook Primary School will maintain a supply of adrenaline autoinjector 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 Sick Bay and labelled "general use".

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

- the number of students enrolled at Lynbrook 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 and stored at 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)
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.

If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#).

Communication Plan

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

The policy is available on the school website, on Google Docs and is emailed to staff at the beginning of the year. It is shared at the twice-yearly anaphylaxis briefings. When Casual Relief Teachers sign in, they are given a list of the children in the school with anaphylaxis and are directed to the class 'red folder' which contains photos and anaphylaxis management plans for the students at risk in the specific class. Canteen staff are given information of all the students with anaphylaxis, including the photo, class and specific allergens.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Lynbrook 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 school staff are appropriately trained in anaphylaxis management according to Ministerial Order 706.

Lynbrook Primary School uses the following training course ASCIA eTraining course with 22303VIC and 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 the First Aid Officer who has successfully completed an anaphylaxis management course within the last 2 years.

- 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 Lynbrook 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.

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

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- Local Policies: Health Care Needs

REVIEW CYCLE AND EVALUATION

This policy was last updated on 20/8/2019 and is scheduled for review in August 2020.

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.

APPENDIX

1. Lynbrook Approach to Anaphylaxis

Lynbrook Approach to Anaphylaxis

While at Lynbrook Primary School we will work in partnership with parents to take steps to avoid any allergic reaction that might occur during school time, we recognise that it is only possible to minimise the risks and not remove risk entirely. We are also aware of our role in educating the children to the risks associated with severe allergic reactions within the wider world where risks cannot be totally eliminated.

In order to achieve a safe environment for your child, we will:

1. Arrange a meeting with you early in Term 1 each year to discuss your child's allergy. Your child's teacher, the school first aider and a member of school leadership will also attend. The purpose of this meeting will be to discuss:
 - a. the history of your child's allergy, including the last reaction
 - b. the specific allergens that your child responds to
 - c. the particular signs and symptoms that your child exhibits
 - d. the response action plan and management plan
 - e. the risk of coming into contact with the allergen during school activities (risk assessment) and formulate prevention strategies.
2. Store your child's medication and Action Plan in a central location known to all staff (first aid room) so that it can be reached in an emergency.
3. Ensure that all adults working at the school are aware that your child has an allergy so that the adults can respond quickly during recesses and lunch breaks while your child is out on the yard. Your child's photo will be displayed in the staffroom, the canteen and first aid room (not in a public area).
4. Discuss allergies with the children in your child's grade, helping them to understand their role in keeping their classmate safe and healthy.
5. Encourage good hand hygiene to minimise the risk of allergens being transferred from snacks and lunches, wiping tables where appropriate.
6. Avoid the use of food treats in class and discourage food swapping/sharing among students.
7. Encourage students with anaphylactic responses to insects to stay away from water or flowering plants and to keep their drinks and food covered while outdoors.
8. Ensure that your child's epipen and action plan are taken whenever the student participates in offsite activities (excursions, camp, sports days etc).
9. Ensure that your child's teacher receives regular anaphylaxis training including the correct use of epipens, if it is appropriate for your child.

Your role to assist us to support your child is to:

1. Provide an ASCIA Action plan that is signed by the student's medical practitioner and has an up to date photograph.
2. Provide the epipen and any other medications to school.
3. Replace the epipen before it expires.
4. Supply alternative food options for your child if required.
5. All lunch orders have the child's name grade and anaphylaxis allergy alert highlighted
6. Ensure that drink bottles and lunch boxes are clearly labelled with your child's name.
7. Ensure your child wears an anaphylaxis wristband while at school.
8. Inform staff of any changes to your child's emergency contact details.
9. Participate in reviews of the student's Anaphylaxis Management Plan e.g. when there is a change to the student's condition or at an annual review.
10. Ensure your child's home epi pen and all medication required are sent on all school excursions and school camps.

Child' name _____ Date _____

Parent _____ Signature _____

Teacher _____ Signature _____

Firstaid _____ Signature _____

Lead Teacher _____ Signature _____