

# ANAPHYLAXIS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Endeavour Hills Specialist School 9113 4100

## PURPOSE

To explain to Endeavour Hills Specialist 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 Endeavour Hills Specialist 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

Endeavour Hills Specialist School provides highly individualised programs of learning for students with disability and high needs who have a diagnosis of autism spectrum disorder with a language disorder and/or an intellectual disability. The school welcomes students from 5 to 18 years of age.

In order to support the complex needs of the students at Endeavour Hills Specialist School, the Health and Wellbeing Team provides supports at three levels, these are:

- School wide processes – the Health and Wellbeing Leader coordinates support staff and delegates roles and responsibilities for health and wellbeing processes.
- Learning neighbourhood – the Team Leader of each learning neighbourhood coordinates and delegates health and wellbeing processes for individual students.
- Specialist supports – the Team Leader of specialist staff coordinates and delegates roles and responsibilities for therapeutic intervention and services.

The Endeavour Hills Specialist School Health and Wellbeing group meets on a regular basis to discuss students' needs and identify any additional training required by staff. The Principal holds a daily briefing that provides an opportunity to update staff on changes to student plans.

## School Statement

Endeavour Hills Specialist 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 Endeavour Hills Specialist 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 Endeavour Hills Specialist 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 Endeavour Hills Specialist 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; and
- 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; and
- 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; and
- provide the school with a current adrenaline autoinjector for the student that has not expired; and
- 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 allergy; and
- 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; and
- 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; and
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan; and
- information about where the student's medication will be stored; and
- the student's emergency contact details; and
- 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.

An update of the student's Individual Anaphylaxis Management Plan may be considered 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 at least two locations: first aid room and the learning neighbourhood staff room. The student's adrenaline autoinjector must be clearly and accurately labelled and will be kept in the staffroom of the appropriate learning neighbourhood.

In the case of students who manage their anaphylaxis independently, a copy of their Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the first aid room. These students are encouraged to keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available in the first aid room and are labelled "for general use".

### **Risk Minimisation Strategies**

To reduce the risk of a student suffering from an anaphylactic reaction at Endeavour Hills Specialist 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 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.
- staff are trained in appropriate food handling to reduce the risk of cross-contamination.
- parents/carers are informed of allergens that must be avoided in advance of class parties, events or birthdays.
- a "for general use" EpiPen is stored in the first aid room.

Planning for off-site activities (such as camps and excursions) will include risk minimisation strategies for students at risk of anaphylaxis including ensuring:

- students at risk of anaphylaxis are appropriately supervised
- there are an appropriate number of staff trained in managing anaphylaxis
- that the teacher-in-charge of the off-site activity has immediate access to relevant students' adrenaline autoinjectors and either hard copy or electronic access to Individual Anaphylaxis Management Plans and ASCIA Actions Plans.

### **Adrenaline autoinjectors for general use**

Endeavour Hills Specialist School will maintain an adrenaline autoinjector for general use as a back-up to those provided by parents/carers for their child, and also for students who may suffer from a first-time reaction at school.

Adrenaline autoinjectors for general use will be stored in the first aid room and labelled "for 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 Endeavour Hills Specialist School at risk of anaphylaxis; and
- the accessibility of adrenaline autoinjectors supplied by parents; and
- 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; and
- 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 (on or off-site), 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 school nurse and stored in the first aid room. 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"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• 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 in the first aid room and the classroom. If off-site, the teacher-in-charge of the off-site activity will have immediate access to the items listed above.</li> <li>• If the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5</li> </ul>
2.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul>
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.

## COMMUNICATION PLAN

This policy will be available on Endeavour Hills Specialist School's website so that parents and other members of the school community can easily access information about Endeavour Hills Specialist School's anaphylaxis management procedures. The parents/carers of students who are enrolled at Endeavour Hills Specialist 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 Endeavour Hills Specialist 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 **twice per calendar year** in anaphylaxis management, consistent with the Department's Anaphylaxis Guidelines.

### Staff training

The Principal will ensure that all staff working directly with students are appropriately trained in anaphylaxis management and 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.

Endeavour Hills Specialist School uses the following training process:

- ASCIA Anaphylaxis e-training for Victorian Schools, followed by a competency check by the nurse;
- Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC (nurse and additional staff member).

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 (such as the Principal or nurse) who has successfully completed an anaphylaxis management course within the last 2 years.

Each briefing will address:

- this policy; and
- the causes, symptoms and treatment of anaphylaxis; and
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located; and
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector; and
- the school's general first aid and emergency response procedures; and
- 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 Endeavour Hills Specialist School who is at risk of anaphylaxis, the nurse 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 sessions will be maintained through the school's online Emergency Management Plan.

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 staff present who have been trained in anaphylaxis management.

## FURTHER INFORMATION AND RESOURCES

- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- [Confidential Medical Information Form for Excursions](#)
- [Risk Assessment for Local and Day Excursions](#)

This policy should be read in conjunction with the following Department policies and guidelines:

- [Anaphylaxis](#)

The following school policies are also relevant to this policy:

- Administration of Medication Policy
- First Aid Policy
- Health Care Needs Policy
- Medication Administration Log
- Medication Authority Form

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2024 To ensure ongoing relevance and continuous improvement, this policy will be reviewed annually.

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.