

### PURPOSE

- To give information to staff and parents as to the management of Anaphylaxis at school.

### POLICY GUIDELINES

- Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen or trigger. The most common causes in school age children are eggs, peanuts, nuts, cow's milk, bee or other insect stings and some drugs. Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response.
- Prevention of anaphylaxis is the aim of Kew East Primary School and the key to prevention is a knowledge of those students who have been diagnosed at risk, awareness of their allergens and prevention of exposure to these allergens.
- Partnership between the school and parents is important to assist with the implementation of this policy.
- In order to effectively manage anaphylactic reactions in students at risk, the school will:
  - request parents to provide medical information about children at risk;
  - provide professional training, in accordance with the requirements of Ministerial Order 706, to staff responsible for the care of students at risk relevant school staff identified by the principal based on assessment of the risk of an anaphylactic reaction occurring whilst under their supervision. This may include teachers and non teaching support staff. However, at KEPS all staff will be expected to attend anaphylaxis training;
  - implementation of practical strategies to avoid exposure to known triggers;
  - comply with the Ministerial Order 706 and its guidelines; and
  - complete a Risk Management checklist annually.
- 'Relevant staff' must successfully complete an anaphylaxis management training course every three years prior and participate in a briefing, twice a year with the first briefing being at the beginning of the year by a person who has completed the anaphylaxis management training course in the last 12 months.
- In accordance with Ministerial Order 706, all students at risk of anaphylaxis, must have an ASCIA plan provided by parents following consultation with their medical practitioner.
- An individual student management plan is also required to be developed by the school and should include details of possible risks and risk minimisation strategies.

### Documents supporting this policy:

- DET Anaphylaxis Guidelines for Victorian schools;
- Government Ministerial Orders 706: Anaphylaxis Management in Schools; and
- ASCIA Guidelines for the prevention of food anaphylactic reactions in schools, preschools, and childcare centres;

### POLICY IMPLEMENTATION

- It is the responsibility of parents to notify the school that their child is at risk of an anaphylactic reaction either at time of enrolment or as soon after diagnosis as possible.
- Parents or guardians of children at risk of anaphylaxis are required to provide the school with an ASCIA Anaphylaxis Action plan signed by the family GP or Allergy Specialist.
- The ASCIA Action Plan will have information on:
  - the student's allergy;
  - triggers to be avoided;
  - parent's contact details;
  - a current photo of the student,;
  - instructions on medication the student requires in relation to their anaphylactic condition such as an EpiPen, Antihistamines or Ventolin; and
  - emergency instructions.

## KEW EAST PRIMARY SCHOOL

### ANAPHYLAXIS POLICY

Page 2 of 3

- ASCIA action plans are required by the school to be updated yearly by the student's G.P. or Specialist or during the school year, if there are relevant changes to the student's anaphylactic status.
- Copies of the ASCIA action plan will be given to the class teacher to be placed in the classroom;
- Copies of student's ASCIA action plans will also be displayed in the Sick Bay and the Staff Room (with parental permission).
- All students at risk of anaphylaxis must also have an Individual Management Plan developed, and reviewed/updated annually, at the commencement of each school year, in collaboration with staff/parents. This plan details how the school has identified a potential risk and the strategies put in place to minimise potential risks. This covers classroom, playground and camp settings. Parents are required to sign this document at the commencement of the school year.
- All Epipens are registered with epiclub and reminders are sent to school and parents notified when an Epipen is due to expire.
- Relevant teachers will consult with the parents of at risk students prior to excursions, camps and any festival days held by the school to minimise any potential risks.
- In the case of students at risk attending Camp, the school staff will liaise with the campsite personnel to ensure that adequate precautions and safety measures are in place to minimise potential risk. Parents may provide their own food for the student to take to camp. A camp menu is provided to KEPS staff camp coordinators and to parents on request prior to the camp.
- All staff at the school, including casual relief teachers, will be made familiar with the details of students who may be at risk of an anaphylactic reaction, and the appropriate emergency response.
- General Anaphylaxis Plans will be displayed throughout the school (staffroom, sickbay, classroom).
- The school will ensure staff complete e-training for Anaphylaxis and an Epipen auto-injector verification course every two years.(Government Ministerial Orders 706)
- Additionally the school will ensure that two staff members attend a nationally accredited course in first aid management of Anaphylaxis every three years as well as a supervisor's verification course every three years.
- At the beginning of each year, the school will complete the 'Anaphylaxis Annual Risk Management Checklist' and keep a copy on file.
- Twice yearly updates and briefings on Anaphylaxis including, procedures/management policy, identification of the students, the location of and access to the auto injector device, the causes, signs and symptoms and the role of staff in the school's emergency response procedures, how to use an auto injector, including practise with a training pen. These updates will be given to all staff by a member of staff who has completed the anaphylaxis management training course in the last 12 months.
- The school will communicate with the staff, students and school community via the school's newsletter, articles, posters to raise awareness about Anaphylaxis and severe allergies.
- Parents will be informed if their child is in the same class as a student at risk of a severe allergic reaction and of the relevant classroom strategies to be employed to ensure the wellbeing of the student concerned, by the way of notices sent home at the commencement of the year.
- Students at risk of anaphylaxis will not be isolated or excluded from any activity within reason.
- Teachers on yard duty will have a yellow Epipen Card in their First Aid bag which will be sent to the office in the event of an anaphylactic emergency.
- Junior and senior yard duty bags will contain a junior or senior Epipen, relevant to the area of duty.

# KEW EAST PRIMARY SCHOOL

## ANAPHYLAXIS POLICY

Page 3 of 3

- An anaphylaxis response kit which contains Junior and Senior Epipens will also be kept in sickbay and easily accessible in the event of an anaphylaxis emergency.
- In the event of a student having an anaphylactic reaction the school's anaphylaxis emergency procedure and first aid will be followed including the instructions on the student's ASCIA plan.
- In the event that an Epipen is administered, an ambulance MUST be called then parents or emergency contacts notified if not already made aware.
- Students at risk should only eat food which has been provided or approved (eg.camp menu) by their parents or guardians.
- **Students will be responsible for:**
  - knowing which foods or allergens can cause them an allergic reaction;
  - abiding by the school's 'no sharing of food' recommendation;
  - washing hands before and after eating;
  - taking their own Epipens to their specialist classes; and
  - delivering their Epipens to the teacher in charge.

### The storage and use of the Epipen

- If an Epipen is required by a student, it will be stored safely but easily accessible in the classroom. Epipens are to be kept in a container with the students Action Plan and any other medication required for the management of a potential or actual anaphylactic reaction.
- The Epipen should be stored at room temperature and out of direct sunlight.
- The Epipen will be clearly labelled with the student's name and dose of adrenaline. It must be kept in the original pharmacy dispensed packaging.
- A record will be kept of the expiry dates of all Epipens in the school including those owned by students. Parents will be informed in advance of when the Epipen needs to be renewed.
- This policy will also apply to any other medication required in the management of the students anaphylactic condition.
- Senior and Junior generic Epipens will be kept in sickbay in the emergency response kit. These Epipens will be provided by the school for use on excursions and school camps as well as in the yard duty bags.

### EVALUATION

- The Anaphylaxis Policy will be reviewed each year in accordance with DET policy or as required.

**Policy Area:**  
**Student Engagement and Wellbeing**

**Reviewed:**  
June2021

**Next Review: 2022**