

# ANAPHYLAXIS POLICY

## Mitcham Primary School

### PURPOSE

To explain to Mitcham 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 Mitcham 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**

Mitcham 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 medications.

#### *Symptoms*

Sights and symptoms of a mild to moderate allergic reactions 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 Mitcham Primary School who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Mitcham 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 Mitcham 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 is 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 allergy 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 Plans*



A student's Individual Anaphylaxis 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 at the staffroom, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

Adrenaline autoinjectors for general use are available at the staffroom and are labelled "general use".

Additional copies of each student's ASCIA Action Plan for Anaphylaxis will be stored in;

- first aid room
- office
- staffroom
- classroom of the child

### **Risk Minimisation Strategies**

- Mitcham Primary School staff are regularly reminded that they have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. The development and implementation of appropriate prevention strategies to minimise the risk of incidents of anaphylaxis is an important step to be taken by school staff when trying to satisfy this duty of care.
- Mitcham Primary School implements the following Risk Minimisation and Prevention Strategies for all relevant in-school and out-of-school settings which include (but not limited to) the following:

<b>Classroom Activities</b>
<ul style="list-style-type: none"><li>● Located in each classroom is a copy of student ASCIA Action Plan.</li><li>● Liaise with parents/guardians about food related activities ahead of time.</li><li>● Use alternative to food treats in classrooms.</li><li>● Never give food from outside sources to a student who is at risk of anaphylaxis.</li><li>● Be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons).</li></ul>

- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- Allow student adequate time to eat in class
- No food to be taken outside. All food to be eaten in the classroom

### **Yard**

- Each student's Individual ASCIA Action Plan and Adrenaline Autoinjector, are easily accessible to staff in/from the yard. That staff are aware of the exact location of the Adrenaline Autoinjectors for each child (Staffroom)
- All staff on yard duty must be aware of the School's Emergency Response procedures and how to notify the Office/first aid duty staff of an anaphylactic reaction in the playground.
- Yard Duty staff must be able to identify, by face, those students at risk of anaphylaxis.
- Keep outdoor bins covered.
- All yard duty staff are provided with photos of at risk students.

### **On-Site Special Events**

eg. sporting events, in school activities, class parties

- For special occasions, School Staff should consult Parents/Guardians in advance to either develop an alternative food menu or request the Parents/Guardians to send a meal for the student.
- The Adrenaline Autoinjector and ASCIA Action Plan for Anaphylaxis must be with and accompanying staff member/adult.
- Staff must know where the Adrenaline Autoinjector is located (Staffroom) and how to access if it required.
- Staff should avoid using food in activities or games, including rewards.
- For sporting events, it may be appropriate to take the student's Adrenaline Autoinjector to the event. If the weather is warm, the Autoinjector should be stored in an insulated pouch to protect it from the heat.

### **Off-Site School Events**

- The student's Adrenaline Autoinjector, ASCIA Action Plan and means of contacting emergency assistance must be taken on all field trips/excursions.
- One or more staff members who have been trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector should accompany the student on field trips or excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis.
- Staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.

- The school should consult parents/guardians in advance to discuss issues that may arise, to develop an alternative food menu or request the parent/guardian to send a meal (if required).
- Consider the potential exposure to allergens when consuming food on buses. Mitcham Primary School students are instructed not to consume food on buses.
- When planning school camps, a risk management plan for the student at risk of anaphylaxis should be developed in consultation with parents/guardians and camp managers.
- Campsites/accommodation providers and airlines should be advised in advance of any student with food allergies.
- Staff should liaise with parents/guardians to develop alternative menus or allow students to bring their own meals.
- The student's Adrenaline Autoinjector and ASCIA Action Plan and a mobile phone must be taken on camp.
- A team of staff who have been trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector should accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis.
- Staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.
- Be aware of what local emergency services are in the area and how to access them. Liaise with them before the camp.
- The Adrenaline Autoinjector should remain close to the student at risk of anaphylaxis and staff must be aware of its location at all times. It may be carried in the school first aid kit, although schools can consider allowing students, particularly adolescents, to carry it on their person. Remember, staff still have a duty of care towards the student even if they carry their own Adrenaline Autoinjector.
- The student with allergies to insect venoms should always wear closed shoes when outdoors.
- Cooking and art and craft games should not involve the use of known allergens.
- Consider the potential exposure to allergens when consuming food on buses/airlines and in cabins
- Parents requested to provide second Adrenaline Autoinjector ( EpiPen®) from home for all camps.

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

Mitcham 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 in the staffroom and labelled "general use".



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

- the number of students enrolled at Mitcham Primary School at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors 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 coordinator and stored in the staffroom, office and 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 staffroom.</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.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> <li>● Remove from plastic container</li> <li>● Form a fist around the EpiPen and pull of 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> </ul>

	<ul style="list-style-type: none"> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul> <p><b>OR</b></p> <p><b>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</b></p> <ul style="list-style-type: none"> <li>• <b>Pull off the black needle shield</b></li> <li>• <b>Pull off grey safety cap (from the red button)</b></li> <li>• <b>Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</b></li> <li>• <b>Press red button so it clicks and hold for 10 seconds</b></li> <li>• <b>Remove Anapen®</b></li> <li>• <b>Note the time the Anapen is administered</b></li> <li>• <b>Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</b></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.

Schools can use either the EpiPen® **and Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

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

- Mitcham Primary School will distribute information to all School Staff, students and parents about anaphylaxis and the School's Anaphylaxis Management Policy at least once a year.
- The information will include strategies for advising School Staff about how to respond to an anaphylactic reaction by a student in various environments including:
  - During normal school activities including in the classroom, in the school yard, in all school buildings and sites; and
  - During off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School.
- Information about anaphylaxis and Mitcham Primary School's Anaphylaxis Management Policy can also be found on the school's website
- Volunteers and casual relief staff working with students with a medical condition that relates to allergy and the potential for anaphylactic reaction are informed of the student's condition when signing in at the Office and are instructed on their role in responding to an anaphylactic reaction by the student in their care. This may include written instruction for the CRT Staff. Student action plans will be left in the folder for CRTs so they will see it when they enter the classroom.
- All staff are informed of all known students with a medical condition that relates to allergy and the potential for anaphylactic reaction and photos and information regarding these students is circulated and displayed as part of the school's start of year procedures.
- All staff are trained in the use of Adrenaline Autoinjectors and identification of anaphylactic reactions twice yearly, including a session early in Term One. The Principal will ensure that relevant School Staff are briefed at least twice a year:
  - Mitcham Primary School's Anaphylaxis Management Policy;
  - The causes, symptoms and treatment of anaphylaxis;
  - The identities of students diagnosed at risk of anaphylaxis and the location of their medication;
  - How to use an Adrenaline Autoinjector, including hands-on practise with a trainer Adrenaline Autoinjector (which does not contain adrenaline);
  - Mitcham Primary School's general first aid and emergency procedures; and
  - The location of Adrenaline Autoinjecting devices that have been purchased by the School for general use.

### **Staff training**

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:



- School staff who conduct classes attended by students who are at risk of anaphylaxis
- All teaching staff and ES staff who work in direct contact with students[

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.

Mitcham Primary School uses the ASCIA eTraining course (with 22303VIC, or 22300VIC or 10313NAT). Mitcham Primary School also undertake a training session yearly when completing CPR training.

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 [School Anaphylaxis Supervisor]. 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 Mitcham 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:



- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

## 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](#)
- [Asthma policy](#)
- [First Aid policy](#)

## REVIEW CYCLE AND EVALUATION

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.

POLICY LAST REVIEWED	FEBRUARY 2022
APPROVED BY	PRINCIPAL - ERIN NORMAN
NEXT SCHEDULED REVIEW DATE	FEBRUARY 2023