

anaphylaxis management policy

introduction

This policy complies with the Education and Training Reform Act (2006) Ministerial Order 706: Anaphylaxis Management in Victorian Schools, and guidelines related to anaphylaxis management in schools as published and amended by the Department of Education from time to time.

background

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (cashews, almonds, hazelnuts), cow's milk, fish and shellfish, wheat, soy, sesame, latex (rubber gloves, balloons, swimming caps), certain insect stings (bees, wasps, jumper ants) and medication (antibiotics, aspirin).

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and minimisation of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline given through an auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis. Adrenaline auto-injectors are available in two strengths: 'Junior', generally prescribed for children aged 1-5 years (suitable for children weighing less than 20kg and contains 150 micrograms) and 'Adult', generally prescribed for children over 5 years (suitable for a person weighing more than 20kg and contains 300 micrograms).

responsibilities

School

Clarendon will ensure that there is an Individual Anaphylaxis Management Plan (IAMP), developed in consultation with the parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis or severe allergic reaction where the school has been notified of that diagnosis.

The IAMP will be in place before the student's first day of attendance. **No student, who requires an IAMP, can attend school unless a current Anaphylaxis ASCIA action plan, Adrenaline autoinjector within expiry, and signed IAMP are in place.**

The IAMP will be reviewed in the following circumstances:

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as is practicable after a student has an anaphylactic reaction at school;
- when a student is to participate in an off-site activity, such as a camp or excursion, or at special events conducted or organised by the school.

For the ELC, parents/guardians of children with an identified health care need, allergy or other relevant medical condition will, in addition to the other requirements set out in this policy, be required to meet with their child's ELC teacher in order to develop a risk-minimisation plan and a communications plan.

Parents/Guardians

- Parents must provide the school with an ASCIA Action Plan in colour, signed by a Medical Practitioner, with a current photograph of the child (see Appendix 1). This plan must be reviewed by the Medical Practitioner as stated on the document, 'Review of this Plan is due by the date below', in this instance a new plan must be provided. If the Medical Practitioner has not stated a review date and there are no changes to the management, the plan can remain in place. Photos will be replaced on the plan annually by the Health Centre.
- Parents must participate in a yearly annual review of their child's allergy with a member of the Health Centre team.
- Parents must inform the school via the enrolment page on connect@clarendon if the student's medical condition changes.
- Parents must provide the school with an adrenaline auto-injector (AAI) that is current and not expired for their child. This AAI will be retained in the Risk Recue stations in the relevant School Office on the Sturt Street campus or in the Sick Bay at the Mair Street campus. Students in Years 5-12 with an individual anaphylaxis management plan are expected to carry an additional adrenaline auto-injector with them at all times, including during co-curricular and off campus activities unless different

arrangements are recorded in the management plan.

- Parents should supply the Health Centre with any other associated medications, which are referenced on the ASCIA Action Plan. These medications must be in the original packaging and within the expiry date.
- A student with an IAMP cannot attend school if the required AAI, associated medication (both within expiry date) are not provided by the parents.
- In the event of exposure to an allergen, parents will be asked to collect the student from school in order to closely monitor for the development of an anaphylactic reaction. Students who are boarders will be supervised in the Health Centre.
- Parents of students with an IAMP should ensure that where their child travels to school by bus, they inform the bus company of the IAMP so that risks of exposure to allergens can be minimised.

individual anaphylaxis management plan (IAMP)

The IAMP must include the following information:

- Information about the medical condition that relates to allergy and the potential for allergic reaction, including the allergy or type of allergies the child has, based on a diagnosis from a Medical Practitioner.
- Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of school staff, including in the yard, at camps and excursions, or at special school events.
- The person/department who is responsible for implementing the strategies.
- Information about where the child's medication will be stored.
- The student's emergency contact details.
- An ASCIA Action Plan, signed by a medical practitioner, with a current photograph, provided by the parent.

school management of anaphylaxis

Clarendon recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a student having an anaphylactic reaction, including strategies to minimise the presence of allergens. However, as it is not possible to achieve a completely allergen-free environment in any service that is open to the general community, Clarendon does not claim to be an allergen-free environment.

Clarendon requires that all students and staff do not bring nuts or nut products on to the campuses or to any associated College activities, excursions or camps. Any food containing nuts or nut products that is brought on to the campuses will be confiscated.

strategies to minimise risk exposure

In addition, the following apply in order to minimise the exposure of students with anaphylaxis to allergens:

Around the school campus:

- Students with IAMP relating to insect bites should wear shoes at all times.
- School staff on yard duty at the Junior School are responsible for carrying a stocked first aid kit together with a charged mobile phone for prompt response to any exposure to an allergen.
- At the Sturt Street campus, staff who are trained in anaphylaxis will respond to any exposure to an allergen using our anaphylaxis emergency response pouches, Health Centre staff will attend within Health Centre hours.
- Lawns are mowed regularly to remove clover. Shrubs that attract bees are trimmed regularly.

Bringing food to school

- Parents should not supply food to school for individual birthday celebrations or food to be handed out (for example, Easter eggs, Christmas foods, etc.).
- Drink bottles and lunch boxes provided by the parents of a student with an IAMP should be clearly labeled with the student's name.
- Students bringing their own lunch to school should not share it with others.
- Parents/guardians should not send nuts or nut products to school.
- Parents may be asked to refrain from sending specific food if it is deemed necessary to minimise the risk for an anaphylactic child in the homeroom.

Café College

- Café College staff have training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy and label reading.
- Tables and surfaces in dining areas are wiped down with warm soapy water regularly.

Food in classrooms

- 'Treats' should be non-food related where possible; however, if food treats are used in class, parents of students with a food allergy (and IAMP) should be asked to provide alternative treats. Food for other students in the class should not contain the substance for which the student is allergic.
- Treat boxes should be clearly labelled and only handled by the student.
- Regular discussions should be conducted with relevant classes about the importance of students eating their own food and not sharing.
- Have regular discussions with students about the importance of hand washing.

Planned class events

ELC-Year 4: Parents of students with IAMPs will be advised ahead of time so that they can provide suitable foods and request that risk foods are avoided. Parents of student with allergies will be required to organise specific food for their child.

Years 5-12: The staff member organising the activity will ensure that any trigger foods for students in the class are excluded from the event and notify parents as is necessary.

School activities and events

- Application forms for activities on- or off-campus are mandatory for any special activity or event to occur. These forms require identification of students attending with an IAMP and details of how the risks of exposure to allergens will be minimised.
- It may be requested that parents/guardians of students with the allergy accompany their child to the school activity or fair.
- Where a coordinating group, such as an auxiliary, or student fundraising body is organizing an event involving food, an ingredients list is required to be posted at the stall.
- Where events involving regular transport are involved (for example, travel to VET classes), The VET or Work Experience Coordinators will provide copies of the IAMP to the course providers/experience supervisors.
- Students and staff are not permitted to sell fundraising confectionery unless approved by the Head of School.
- Staff planning craft-related activities should ensure that items such as egg cartons, milk containers, peanut butter jars, cereal boxes are not used.
- Parents should not supply food to be handed out without prior consent of the Risk and Compliance Manager.

Excursions and camps

The planning of risk management for any off-campus excursion must include the following measures. Heads of School and Risk and Compliance Manager may not give approval for the excursion unless these measures are in place:

- Students with an IAMP attending the excursion must be specifically identified and specific planning must be in place to ensure that their exposure to allergens is minimised.
- The camp facility will be notified about any students with allergies.
- Any required clarification needed regarding camp menus must be discussed directly between camp staff, parents and organising Clarendon staff.
- Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts, eggs or milk, for example, may be served, but not to students who are known to be allergic that trigger.
- Ensure separate storage of foods containing allergen.
- Cook and staff observe food handling, preparation and serving practices to minimise the risk of cross-contamination. This includes hygiene of surfaces in kitchen and children's eating area, food utensils and containers.
- There is a system in place to ensure the at-risk child is served only the food prepared for him/her.
- An at-risk child is served and consumes their food at a place considered to pose a low risk of contamination from allergens from another child's food. This place is not separate from all children and allows social inclusion at mealtimes.
- Children are supervised during eating.
- The first aid kit with the AAI will remain close to the student and school staff at all times.
- School will provide a general use AAI to go to camp in the first aid kit, even if there is no student at risk of anaphylaxis, as a back-up device in the event of an emergency.

Overseas travel

Where the excursion involves overseas travel:

- potential risks of all stages of travel, including transport, accommodation and flights should be investigated;
- parents must ensure that the IAMP is translated, where appropriate.

students with allergies to medication

- Students should not bring unauthorised medicines to school.
- When medication is given to students, appropriate procedures will be undertaken to ensure that exposure to allergens is minimised.
- Students are educated about medication allergies and the importance of taking medication prescribed only for them.

responsibilities of school staff

All School Staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. This includes administrators, canteen staff, casual relief staff, specialist staff, sessional teachers and volunteers.

All Clarendon staff should:

- know and understand the School Anaphylaxis Management Policy;
- know the identity of students who are at risk of anaphylaxis;
- understand the causes, symptoms, and treatment of anaphylaxis;
- receive regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector;
- know where to find a copy of each student's Individual Anaphylaxis Management Plan quickly and follow it the Action Plan in the event of an allergic reaction;
- know where students' Adrenaline Autoinjectors and the Adrenaline Autoinjectors for General Use are kept;
- make use of the training devices located in staff room.

school management and emergency response

In the event of an anaphylactic reaction, the emergency response plans in Appendix 2 should be followed. Students who ordinarily self-administer their adrenaline auto-injector may not physically be able to do so. Under these circumstances, staff members must administer the adrenaline auto-injector. Call 000 from nearest phone.

In the event of an evacuation, the Health Centre, Junior School Office staff and Yuulong staff will follow the Campus Emergency Management Plan taking with them first aid kits. Every effort will be made to retrieve student emergency response pouches. These are stored appropriately in these locations ready for this eventuality.

1. Location of individual anaphylaxis management plans (IAMPs) and adrenaline auto--injectors (AAI)

AAIs for general use are kept in the Health Centre; Middle School Office; Senior School Office; Performing Arts Centre Office; Cafe College; Yuulong Health Centre; Girls Boarding House; Boys Boarding House; Junior School Sick Bay; and ELC staffroom.

Health Centre

The Health Centre and Junior sick bay stores all additional General Use AAI as well as a copy of the relevant student ASCIA action plans.

ELC

AAIs and IAMPs for students with anaphylaxis are kept in each classroom. Copies of IAMP are also held with Risk & Compliance Manager.

Junior school

AAI's and ASICA action plans for students with anaphylaxis are stored in Junior school Sick Bay.

Sturt St campus

Students with anaphylaxis in year 5-12 carry their own AAI's with them at all times. Individual ASCIA action plan and the students second EpiPen are stored in the relevant school office. All Sturt street students IAMPs

are kept with the Risk and Compliance Manager.

Yuulong campus

Students with anaphylaxis carry own AAI. IAMPs are kept for each student in the First Aid Room at Yuulong.

Off-site activities

Students in Years 5-12 carry own AAIs as stated in the policy. Where this is not the case, the student's AAI is included in the first aid kit carried by the supervising staff member, together with an AAI for general use.

2. Identification of students with IAMPs

- Before commencing teaching a particular class, teachers are required to ensure that they are aware of any medical conditions relating to students in their classes, including those with IAMPs.
- Students with IAMPs are 'flagged' in Synergetic and on the Hub (student information portal) so that they can be clearly identified.
- Photographs of each student with an IAMP are displayed in the relevant staffroom on each campus, in the relevant School Office and the school kitchen.

3. Where a student with an IAMP is under the supervision of the school outside normal class activities, including in the school yard and on camps and excursions, Clarendon will ensure that the supervising staff are appropriately trained as outlined later in this Policy.

4. Risk management for excursions, camps or special events conducted, organised or attended by the school

As part of the planning process for an excursion or camp, the member of staff organising the activity will be required by the Risk and Compliance Manager to generate a list of participating students with an IAMP. They will then be required to liaise with the listed parties as stated on the IAMP, if necessary, to ensure that the IAMP reflects the specific circumstances that will occur on the excursion, camp or event.

Students in Years 5-12 carry own AAIs as stated in the policy. Where this is not the case, the student's AAI is included in the first aid kit carried by the supervising staff member, together with an AAI for general use.

adrenaline auto-injectors (AAIs) for general use

An Adrenaline Autoinjector for 'General Use' is a 'back-up' or 'unassigned' AAI purchased by the School. The Health Centre will ensure that there are AAIs for general use stored in the Health Centre; Middle School Office; Senior School Office; Performing Arts Centre Office; Cafe College; Yuulong Campus; Girls Boarding House; Boys Boarding House; Junior School Sick Bay; Junior School art room; Front Reception; Sewell Pavilion; Fitness Centre; Rowing Shed; and each of the ELC classrooms.

AAIs for general use will also be included in first aid kits for excursions, camps, and co-curricular activities at the discretion of the Risk and Compliance Manager or at the discretion of the Health Centre. New AAIs will be purchased as necessary to ensure that there is at least one AAI within expiry date in each location and excursion. Adrenaline Autoinjectors will be stored in unlocked, easily accessible places away from direct light and heat. They will be labelled for 'General Use' and signed in and out when taken from the usual place.

When to use adrenaline autoinjectors (AAIs) for general use

AAIs for General Use should be used when:

- a student's prescribed Adrenaline Autoinjector does not work, is misplaced, out of date or has already been used; or
- when instructed by a medical officer after calling 000.



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