

Anaphylaxis Management Policy

1. Purpose

Bayside Christian College ("College") recognises that Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life-threatening. The College recognises that the key to prevention of anaphylaxis at school is knowledge of the students who have been diagnosed as at risk, awareness of allergens and prevention of exposure to those allergens. Partnerships between the College and parents/carers is important in helping students avoid exposure.

2. Policy Statement

The College recognises that it cannot achieve a completely allergen-free environment. It is the College's policy to:

- comply with the Ministerial Order 706 and related guidelines for anaphylaxis management.
- provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling;
- raise awareness about anaphylaxis and the College's Anaphylaxis Management Policy and related procedures within the school community;
- engage with parents/carers of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student;
- train staff members about allergies, anaphylaxis and the College's guidelines and procedures in responding to an anaphylactic reaction; and
- review the College's Anaphylaxis Management Policy annually or as required.

3. Definitions

Word/s	Definition
Adrenaline	A medication that reverses the effects of a severe allergic reaction (anaphylaxis). Adrenaline is a hormone produced naturally by the body; however, the body is not able to produce enough Adrenaline to treat anaphylaxis.
Adrenaline auto-injector (AAI)	Adrenaline auto-injectors (e.g. EpiPen®, Anapen) contain a single, fixed dose of Adrenaline, designed for use by anyone, including people who are not medically trained.
Allergens	Substances that can cause an allergic reaction. These include food, insects, some medicines, house dust mites, pet dander, pollen and moulds.
Allergy	When the immune system reacts to substances in the environment that are harmless for most people
Anaphylaxis	The most severe form of allergic reaction and potentially life-threatening. It is a generalised reaction often involving more than one body system: skin, respiratory, gastrointestinal and cardiovascular. The common triggers are food, insect venom, medication, latex and exercise. Anaphylaxis requires prompt administration of Adrenaline auto-injectors.
ASCIA	Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

Word/s	Definition
ASCIA Action Plan	An industry response plan for people with allergies. ASCIA Action Plans are available in various colours depending on the health condition. The ASCIA Action Plan for Anaphylaxis is red and describes the student's allergies, symptoms, and the emergency response to administer the student's Adrenaline auto-injectors (EpiPen®) should the student display symptoms of an anaphylactic reaction. ASCIA Action Plans must be completed by a medical or nurse practitioner.
General Use EpiPens®	AAIs that have not been prescribed for a specific person.
Individual Anaphylaxis Management Plan	A form required for each student at risk of Anaphylaxis that documents the student's allergies and risk minimisation strategies. Individual Anaphylaxis Management Plans include the ASCIA Action Plan.
Training Auto-Injector	AAI training devices containing no Adrenaline and no needle auto-injectors to allow staff to practice using the device.

4. Privacy

All personal and health information will be collected and managed in accordance with the College's Privacy Policy.

5. Risk Minimisation and Prevention Strategies

The College has a number of strategies to assist in the prevention and/or reduction of risk to any student or staff member with Anaphylaxis. These include, but are not limited to:

- The Principal (or delegate) being responsible for ensuring Individual Anaphylaxis Management Plans are developed for students diagnosed with a medical condition relating to allergy and the potential for anaphylactic reaction,
- Medical alerts against students on the College's student management system, which include their photos, year level, and type of medical condition (Anaphylaxis, Asthma, Cardiac, Diabetes, Epilepsy), ASCIA Action Plans and Individual Anaphylaxis Management Plans,
- The College requires students to have their own Adrenaline auto-injectors with them while at school and on College-related activities. For Primary students, they are kept with the classroom teacher,
- The College requires parents/carers to provide the College with spare Adrenaline auto-injectors for their child,
- The College provides some antihistamine medication for students with allergic reactions, but parents/carers are expected to provide these to the College. The Principal (or delegate) will be responsible for ensuring additional General Use Adrenaline auto-injectors are purchased and available for use as required. These are kept in the College's First Aid rooms on South Campus and North Campus, and strategic locations around the College and within certain College first aid kits, depending on requirement,
- Teachers in charge of any excursion, camp or trip being required to take a copy of each student's current ASCIA Action Plan, Individual Anaphylaxis Management Plan, spare Adrenaline auto-injectors and an appropriately stocked first aid kit provided by the College Student Health Coordinator,
- All teaching staff and key support staff have up-to-date training in first aid and Anaphylaxis management,
- All staff attending the twice-yearly Anaphylaxis briefing,
- All student/staff presentations are recorded onto the College database system, and adequate notes are recorded for the presentation.
- The Principal (or delegate) being responsible for completing an Annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with this obligation within the first term of each year.

6. Individual Anaphylaxis Management Plan (including ASCIA Action Plan)

Individual Anaphylaxis Management Plans are developed as soon as practicable after a student enrolls and where possible before their first day of school, in consultation with the student's parents/carers, for students who have been diagnosed by a medical practitioner as being at risk of Anaphylaxis.

Individual Anaphylaxis Management Plans:

- provide key information pertaining to the individual student, including known allergens, other health conditions, parent/carer contact details, alternate emergency contact details, medical practitioner's details, medication and its location in the College,
- set out strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of College staff, for in-school and out-of-school settings including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College,
- include the student's individual ASCIA Action Plan, signed by the medical practitioner who is treating the child.

Individual Anaphylaxis Management Plans are developed and reviewed in consultation with the student's parents/carers. Reviews are required annually and when a student's medical condition changes, as soon as possible following an anaphylactic reaction at school or when a student is to participate in an off-site excursion, or special event organised or attended by the College.

Individual Anaphylaxis Management Plans are kept in the College's First Aid Room and are available on the student management system accessible to staff.

Appendix A illustrates a sample of an Individual Anaphylaxis Management Plan template.

7. Adrenaline Auto-Injectors (AAIs)

The Principal shall ensure that additional AAIs are purchased for general use and as backups to those supplied by parents/carers.

General use AAIs are used when a student's prescribed AAI does not work, is misplaced, out-of-date or has already been used, or when instructed by a medical officer after calling 000.

The Principal shall determine the number of AAIs that need to be purchased by the College by taking into account:

- the number of students enrolled who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of AAIs that have been provided by parents/carers of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of AAIs for general use in specified locations across the College, including in the school yard, and at camps, excursions and other special events conducted, organised or attended by the College; and,
- that AAIs for general use have a limited life, usually expiring within 12-18 months, and therefore need to be replaced at the College's expense either at the time of use or expiry, whichever is first.

The Student Health Coordinator is to conduct regular reviews of AAIs for general use in order to ensure that they are within their expiry date, that the device is not damaged, and that the fluid is clear and ready for use in an emergency.

An ASCIA General Use Action Plan is to accompany all general use AAIs.

8. Training

The Principal is responsible for ensuring that all College staff are trained in accordance with Ministerial Order 706. This includes College staff and other staff identified by the Principal (or delegate) attending a twice-yearly Anaphylaxis briefing per calendar year, with the first occurring at the beginning of the year delivered by a staff member who has successfully completed an anaphylaxis management training course in the last two years.

The briefings cover:

- the College's Anaphylaxis Management Policy

- the causes, symptoms and treatment of Anaphylaxis
- the names and information about students enrolled in the College who are at risk of Anaphylaxis and where their medicine and auto-injectors are located
- how to use an auto-injector, including practice with a Training Auto-Injector
- the College's general first aid policy, processes and procedures
- the College's emergency response processes and procedures
- where Adrenaline auto-injectors that have been provided by the parents/carers or purchased by the College for general use are located.

All teaching staff and key support staff undertake training in first aid, Anaphylaxis and asthma management every three years. A register is maintained to manage training requirements.

Additional anaphylaxis e-training through ASCIA is available for staff members as required.

Students will be made aware of the Anaphylaxis Management Policy, the risks relating to Anaphylaxis, including signs and symptoms of an allergic reaction and what to do if they think their friend is having an allergic reaction.

Casual relief staff are informed of students at risk of Anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care at the commencement of each day. They are provided with a photo identification booklet of at-risk students, and the appropriate emergency contact numbers and are also provided with access to the medical alerts on the College's student management system.

Volunteers must complete a volunteer induction, which requires them to read the College's Anaphylaxis Management Policy. They must not look after students at risk of Anaphylaxis alone, they must be supervised at all times so College staff can respond in case of an emergency.

Parents/carers of students with Anaphylaxis are communicated with at least once a year to review the details of the ASCIA Action Plan and Individual Anaphylaxis Management Plans, or when there is a change to the ASCIA Action Plan or following an anaphylactic reaction.

Parents/carers of the College are made aware that the College's Anaphylaxis Management Policy is accessible via the College's website.

Canteen and hospitality staff involved in food preparation:

- are required to undertake required food allergen management training for food services every 2 years, and
- must be able to provide evidence of having undertaken food allergen management training within the last two years in order to be allowed to work at the College.

9. Emergency Response

In the event of an anaphylactic reaction, the student's ASCIA Action Plan for Anaphylaxis, the emergency response for anaphylaxis and general first aid procedures must be followed.

A staff member should remain with a student who is displaying symptoms of anaphylaxis. As per instructions on the ASCIA Action Plan for Anaphylaxis, lay the person flat or allow them to sit if breathing is difficult, but do not allow them to stand or walk, and do not allow them to eat or drink.

Another member of staff should locate the student's Adrenaline auto-injectors, ASCIA Action Plan and Individual Anaphylaxis Management Plan, and take these to the student. The nearest general use Adrenaline auto-injectors should also be provided in case a second dose is needed.

The Adrenaline auto-injector should be administered as per the instructions in the student's ASCIA Action Plan and Individual Anaphylaxis Management Plan. Note: If unsure whether or not to administer an Adrenaline auto-injector, the recommended course of action is to administer the device.

Once an Adrenaline auto-injector has been administered:

- the staff member (or adult) with the child must immediately call an ambulance on 000 and note the time of administration;
- reassure the student, as they are likely to be feeling anxious and frightened as a result of the reaction and the side effects of the Adrenaline;

- watch the student closely in case of a worsening condition;
- ask another staff member to move other students away and reassure them elsewhere;
- in the situation where there is no marked improvement and severe symptoms are present, administer a second injection of the same dosage after 5 minutes (where a second device is available);
- keep used Adrenaline auto-injectors - do not throw them away
- hand the used Adrenaline auto-injectors to the paramedics when they attend, and provide relevant information including the time/s of administration; and
- contact the student's parents/carers or other emergency contacts when it is safe to do so.

First time reactions

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or is not known to be at risk of anaphylaxis, staff members should follow the College's emergency response within this policy. This should include immediately calling 000 and locating a general use auto-injector and following instructions on the ASCIA Action Plan for Anaphylaxis General Use (which should be stored with the general use Adrenaline auto-injector).

Post-incident support

An anaphylactic reaction can be a very traumatic experience for the student involved, as well as for staff members, parents/carers, students and others witnessing the reaction. In the event of an anaphylactic reaction, students and staff members may benefit from post-incident counselling. For students, we encourage them to reach out to the College's Student Wellbeing Mentor and for staff, we encourage them to use the College's employee assistance programme.

Post-incident review

After an anaphylactic reaction has taken place involving a student in the College's care and supervision, the following review processes shall take place:

- The Adrenaline auto-injector must be replaced by the parents/carers as soon as possible. In the meantime, the Principal should ensure that there is an interim Individual Anaphylaxis Management Plan in place should another anaphylactic reaction occur prior to the replacement Adrenaline auto-injector being provided.
- If the Adrenaline auto-injector for general use has been used, this should be replaced as soon as possible. In the meantime, the Principal should ensure that there is an interim plan in place should another anaphylactic reaction occur prior to the replacement Adrenaline auto-injector for general use being provided.
- The student's Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's parents/ carers.
- The College's Anaphylaxis Management Policy should be reviewed to ascertain whether there are any issues requiring clarification or modification. This will help the College to continue to meet its ongoing duty of care responsibilities.

10. External camps and excursions

- The risk assessment must note the students with Anaphylaxis and other medical conditions and the controls required to be in place. This is to include an emergency response plan to be part of the risk assessment.
- The Student Health Coordinator is to collect relevant action plans, students' Adrenaline auto injectors and other medications and is responsible for including them in the College's first aid bags allocated for the camp or excursion.
- The teacher in charge must collect and sign out the student's first aid bags and Action Plan from the Student Health Coordinator.
- The teacher in charge must advise the camp in advance of any students with food allergies.
- In addition to students bringing their own Adrenaline auto-injector, general use Adrenaline auto-injectors should be carried in the first aid kit taken from the College and remain close to the student/s. Staff must always be aware of the locations of general use Adrenaline auto-injector.

- All first aid kits that were sent are to be signed back into the first aid room, by the teacher in charge of the activity.
- Student Health Coordinator to be advised of any used auto-injectors while outside of the College.

11. Parental Responsibilities

Parents/carers of a student with an allergy are responsible for alerting the College to that condition as part of the enrolment procedure, and for alerting the College Student Health Coordinator in writing if the condition change or develops subsequent to admissions. This includes:

- Providing an ASCIA plan at enrolment or prior to their child’s first day of school;
- Informing the College if their child’s medical condition changes, and provide an updated ASCIA plan;
- Providing an up-to-date photo of their child for the ASCIA plan upon commencement at school;
- Providing the College with an Adrenaline auto-injector for their child that is not expired and replace it upon notification from the Student Health Coordinator before it expiring;
- Working with the College to develop an Individual Anaphylaxis Management Plan.

Parents/carers provide permission for ASCIA Action plans and their child’s image to be displayed in key areas within the College when countersigning the Individual Anaphylaxis Management Plan. Key areas identified include, but are not limited to the ELC – Kitchen, South Side - Sick Bay (A Block) and North Side - Sick Bay (M) Block.

12. Related Documents

Occupational Health and Safety Policy
 Medication Administration Policy
 First Aid Policy
 Individual Anaphylaxis Management Plan
 ASCIA Action Plan
 Privacy Policy

13. Related Legislation

Education and Training Reform Act 2006 (Vic)
 Ministerial Order No. 706: Anaphylaxis in Victoria schools.
 Privacy Act 1988

Approver College Leadership
Authoriser College Executive

Appendix A – Individual Anaphylaxis Management Plan

DOB		Year level	
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Severely allergic to:	
Other health conditions:	
Medications at College:	

EMERGENCY CONTACT DETAILS (PARENT)

Name:		Name:	
Relationship:		Relationship:	
Home phone:		Home phone:	
Work phone:		Work phone:	
Mobile:		Mobile:	
Address:		Address:	

EMERGENCY CONTACT DETAILS (ALTERNATE)

Name:		Name:	
Relationship:		Relationship:	
Home phone:		Home phone:	
Work phone:		Work phone:	
Mobile:		Mobile:	
Address:		Address:	

MEDICAL PRACTITIONER DETAILS

Name:		Phone:	
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EMERGENCY CARE DETAILS

Mild Reaction:		Severe Reaction:	
Other information:			
Storage for Adrenaline Autoinjector:			

STAFF		
Risk identified	Action required to minimise the risk	Responsibility
ASCIA Action Plan and Individual Anaphylaxis Management Plans are not kept up to date	To be completed and signed by a registered medical practitioner to include: <ul style="list-style-type: none"> • Identification of the child (photo), parent/carer contact details and details of the medical practitioner completing the Action Plan, • Documentation of confirmed allergens, the first aid response and prescribed medication, • Instructions on Adrenaline Auto-Injector (AAI) administration (if prescribed). Parents to review the Individual Anaphylaxis Management Plan every 12 months upon request from the College or following an incident or change of conditions. ASCIA Plans to be reviewed in time frame set by Medical Practitioner.	Parent / First Aid Officer
Medication for administering at College expired and not in original containers.	Parents to provide prescribed AAI. All medication to be current and in original containers. Epipen to be logged in to the Health Centre database so that reminder emails can be sent to parents 1 month before expiry.	Parent / First Aid Officer
Staff are not up to date with students who have ASCIA Action Plans and Individual Anaphylaxis Management Plans and where they are located in time of an emergency.	All staff are aware of the students who have allergies. All staff are aware of the location of each student's medical management action plan(s) and appropriate medication(s). All staff have current qualifications in Level 2 First Aid, including anaphylaxis, asthma and CPR. All teachers to be familiar with students at risk of anaphylaxis when planning rotational activities, even if they do not currently have a child enrolled who is at risk, in their class.	Teaching staff
Staff do not have current training in Anaphylaxis	All staff undertake approved allergy/anaphylaxis management training, which includes recognition of allergic reactions and emergency first aid treatment. Compulsory briefings are conducted for all staff twice yearly, which includes practising with training-specific Adrenaline Auto-Injection devices.	First Aid Officer / Teaching staff
CLASSROOM		
Risk identified	Action required to minimise the risk	Responsibility
Food/food treats may cause allergic reaction	No food sharing/do not use food treats where possible. College will follow the College Food Handling Guidelines at all events involving food. Staff (including volunteer helpers) to be educated on food handling procedures and risk of cross-contamination of foods as part of the Food Handling Guidelines.	Parent / Teaching staff / Students / First Aid Officer
Staff may not know what to do in an emergency	Ensure all staff are trained in anaphylaxis management and know what to do in an emergency.	First Aid Officer / All staff
Not knowing students at risk of anaphylaxis	Ensure all staff are aware of students at risk of anaphylaxis through the student management system and photo galleries (displayed in teacher staff rooms around the school)	All staff
Lunches from the canteen containing allergens	Nut free canteen and cafeteria. A list of ingredients is displayed on all packaged food sold. Primary – Primary students are not allowed to go to the canteen to purchase only. Lunch order bags are delivered to the classroom. Secondary – Student's self-care/are responsible for themselves. They are required to ask cafeteria staff for ingredients of food sold.	Parents / College Cafeteria Staff
Materials containing allergens causing an	Discourage the use of egg cartons, flour-based play doh, cardboard cereal boxes in classrooms activities.	Teaching staff

allergic reaction in art / music classes	Children as part of the Gardening Club and the Sustainability Group must wash their hands prior and after handling any materials or food to avoid cross-contamination. No sharing of wind instruments (e.g. recorders).	
Student awareness	Students to be made aware of the Anaphylaxis Management Policy, the risks relating to Anaphylaxis, including signs and symptoms of an allergic reaction and what to do if they think their friend is having an allergic reaction.	Teaching staff / Students
YARD		
Risk identified	Action required to minimise the risk	Responsibility
Epipen not easily accessible in the event of an anaphylaxis emergency.	Ensure that there is an emergency procedure in place in the event of an anaphylaxis emergency in the schoolyard and all staff are aware of the location. EpiPen kept in first aid kits located in various locations around the school.	First Aid Officer
Allergic reaction to food	Ensure students do not share food.	Teaching staff / Students
Insect Allergy	Encourage those with insect allergies to stay away from water and flowering plants. Keep food and drinks covered while outdoors.	Teaching staff
EXCURSIONS / INCURSIONS		
Risk identified	Action required to minimise the risk	Responsibility
Epipen/Action Plan not taken on an excursion	Teachers must carry all student's medications around with them during the excursion. First aid kits appropriate for the students with medical conditions to be taken for all incursions and excursions. Individual Adrenaline Auto-Injection devices and the College's general Individual Adrenaline Auto-Injection devices to be included in kits. Staff must carry all student medication during the excursion.	Teaching staff
The potential for exposure to allergens when consuming food on buses	No consumption of food on buses	Teaching / Excursion staff
Staff unaware of students with allergies	All incursions and excursions to have a risk assessment completed that highlights all medical conditions, required controls and emergency response procedures. Ensuring all staff are made aware of students with allergies before excursion/incursion.	Teaching / Excursion staff / First Aid Officer
CAMPS		
Risk identified	Action required to minimise the risk	Responsibility
Camp provider unaware of students with allergies	Risk management strategy for camps developed in conjunction with parents and camps notified in advance of student allergies	College camp coordinator / Camp coordinator
Unaware of local emergency services	Liaise with emergency services and know how to access them before camp.	College camp coordinator
Not knowing what to do in case of an anaphylaxis emergency	Develop a procedure that sets out clear roles and responsibilities in the event of an anaphylaxis emergency.	College camp coordinator / Teaching staff
Allergen containing foods used at camp	Liaise with camp providers prior to camps to ascertain what foods will be served at camp.	College camp coordinator / Camp personnel

ADDITIONAL PARENT REQUESTS	
Date:	Parent Request:

This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happens earlier):

- annually,
- if the student’s medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes,
- as soon as practicable after the student has an anaphylactic reaction at the College, and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

I have provided allergy details for this Individual Anaphylaxis Management Plan via an ASCIA Action Plan.

I consent to the risk minimisation strategies proposed.

Name of parent:	
Signature of parent:	
Date:	

I have consulted the Parents of the student and the relevant College Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.

Name of Principal (or Nominee):	
Position Title:	
Signature and Date:	